Section 1

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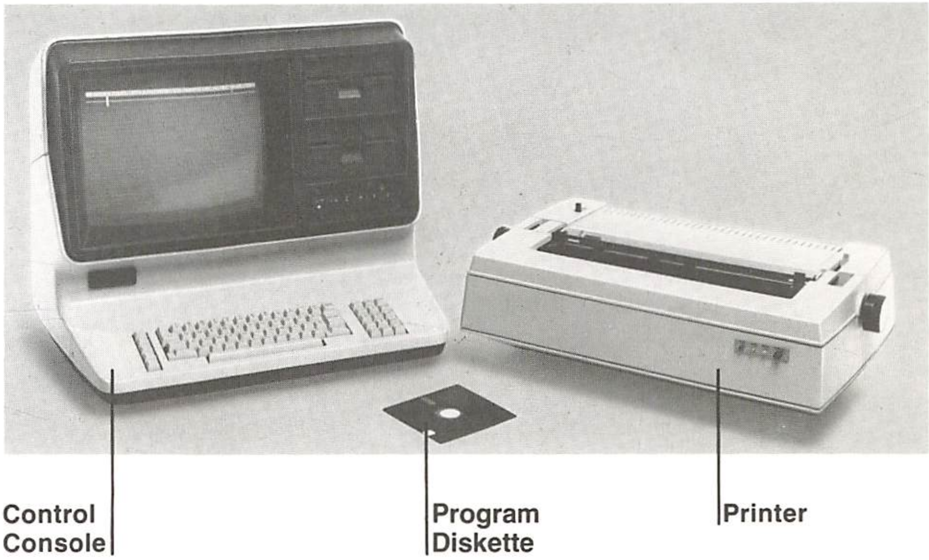
Meet The AES Plus

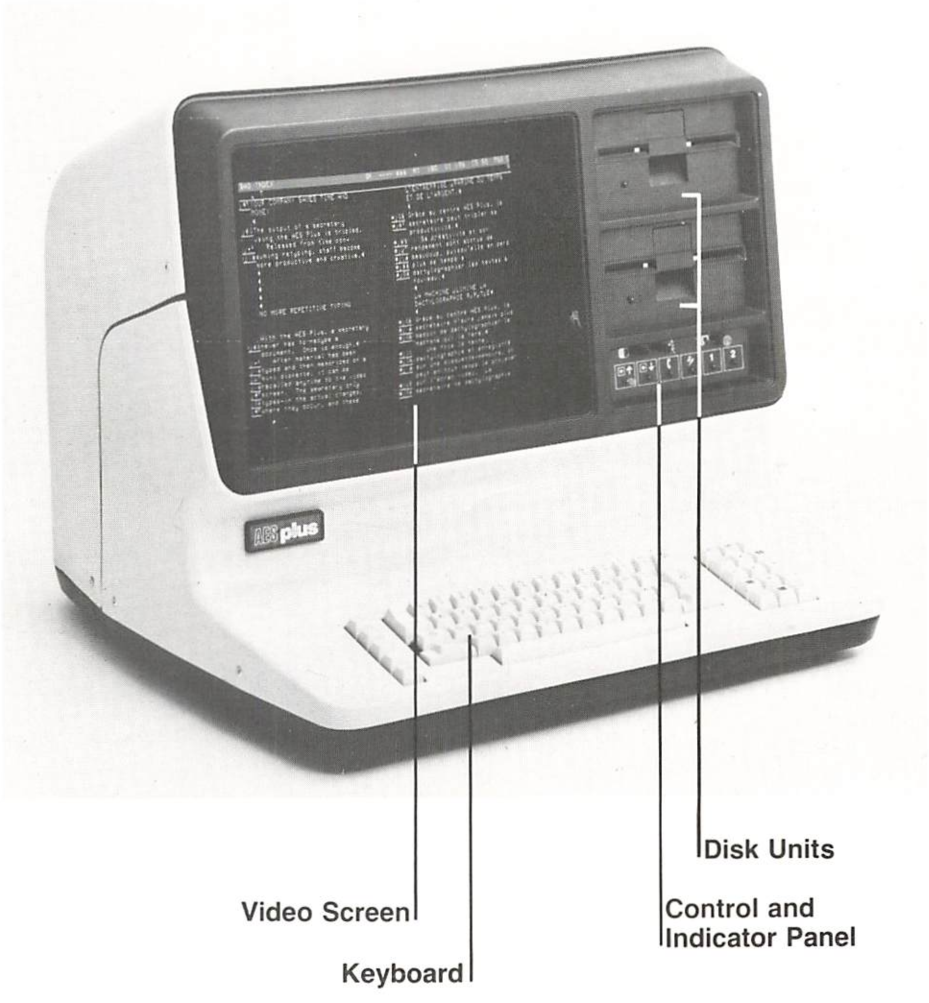
The AES Plus Text Editor has three main parts: **Control Console, Program Diskette** and **Printer.**


Control Console
Program Diskette
Printer

Control Console

The **Control Console** has five parts:
Keyboard, Video Screen, the Disk Units, Control and Indicator Panel, and **the Power Panel**

Caution: Do not place objects beneath the Control Console which might block the air vents and cause the system to overheat.

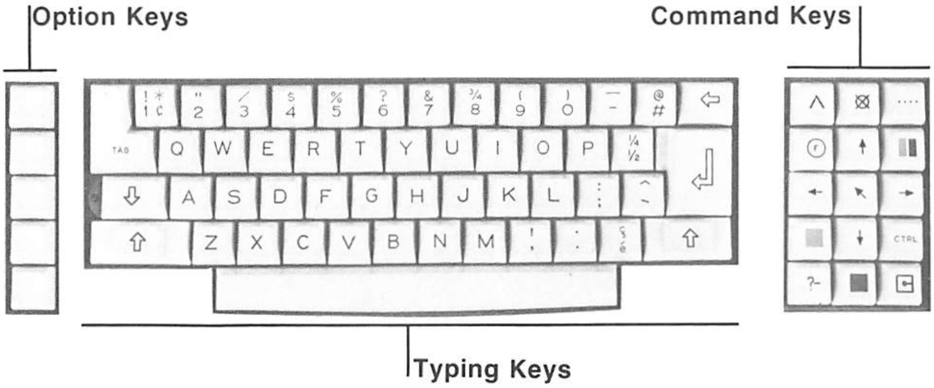

Disk Units
Video Screen
Control and Indicator Panel
Keyboard

Keyboard

The **Keyboard** is divided into three sections:
The Typing Keys are arranged just like those on a conventional typewriter. You will use these keys to type text onto the video screen and also to give the system specific commands.

You will use the Command Keys with the typing keys to give commands to the system, and to perform other special functions.

The Option Keys are used with the various AES Plus options and are covered by a separate manual which should be read only after you have gone through this training manual.



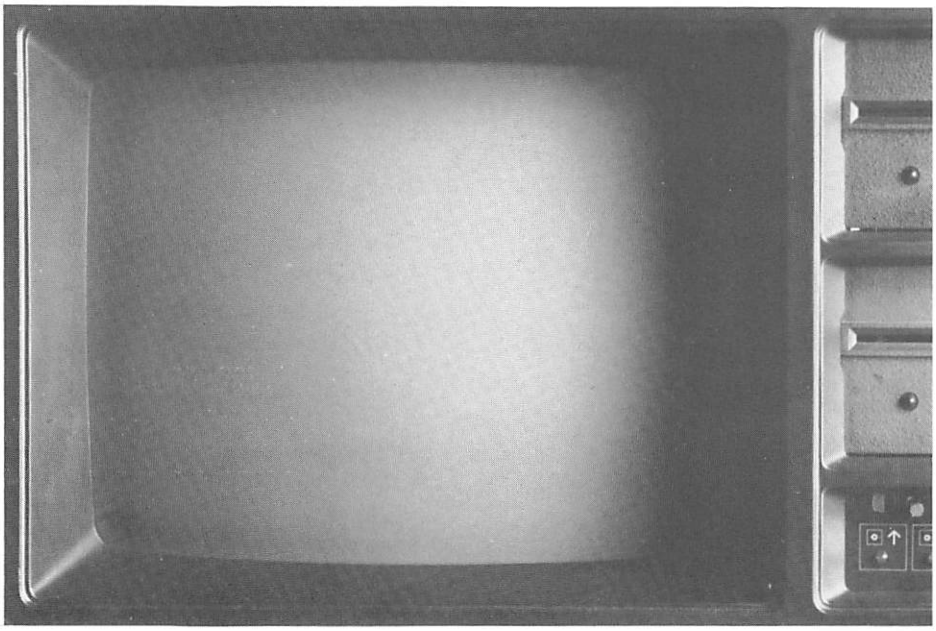
Option Keys

Command Keys

Typing Keys

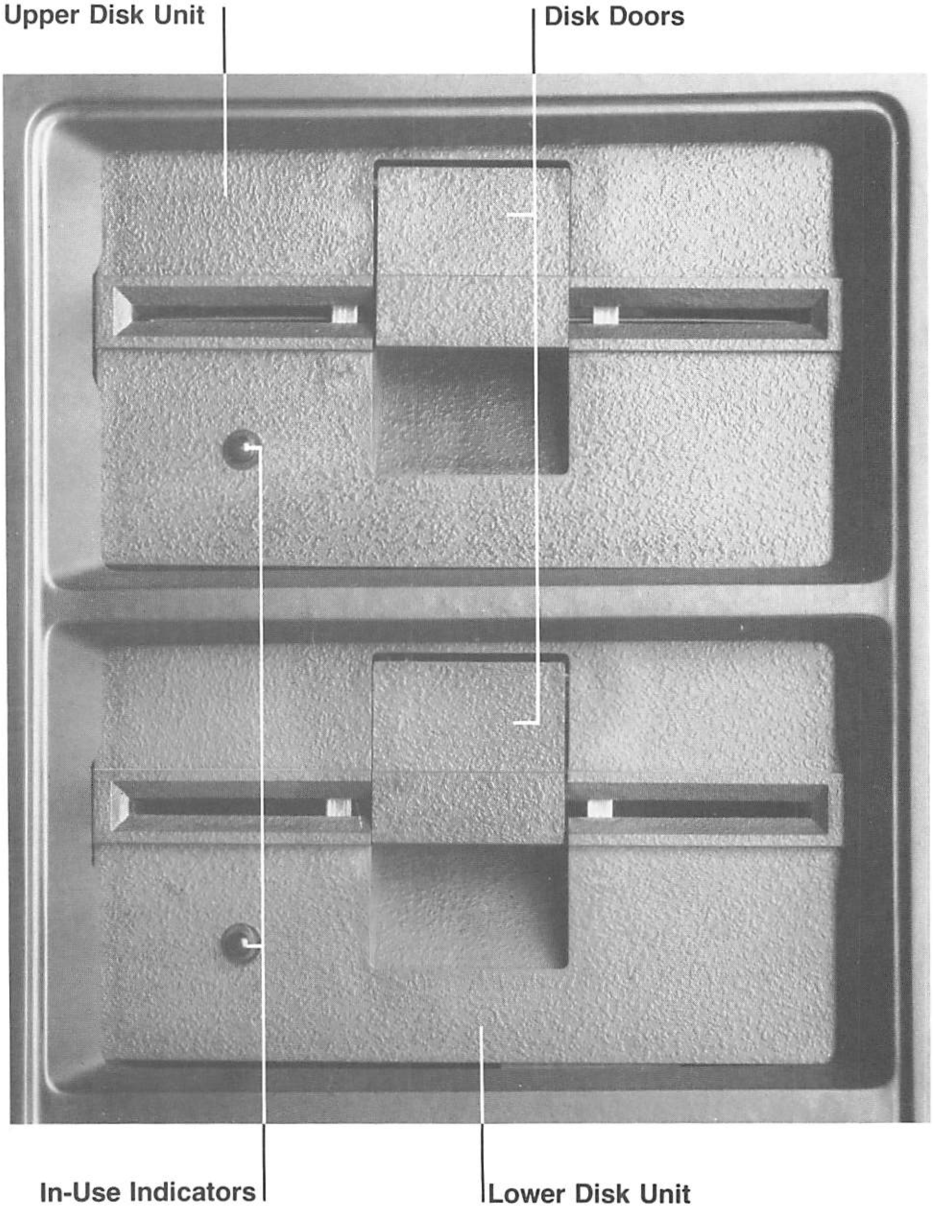
Video Screen

The **Video Screen**, which looks like a TV screen, is where text typed on the keyboard appears. The video screen also keeps you informed of format settings, special system conditions, and confirms all commands that you give to the system.



Disk Units

The AES Plus has two **Disk Units**. Each unit can hold one Diskette. The In-Use Indicators tell you if one of the units is being used. The Disk Doors should never be opened if one of these indicators is on.


Upper Disk Unit
Disk Doors
In-Use Indicators
Lower Disk Unit

Control and Indicator Panel

The **Control and Indicator Panel** has three controls and six indicators:

The Brightness Control brightens or dims the video screen.

The Click and Bell Control varies the loudness of the clicks you hear when a key is depressed on the keyboard, and the loudness of the Attention Bell. This bell tells you if you need to do something, or have done something wrong.

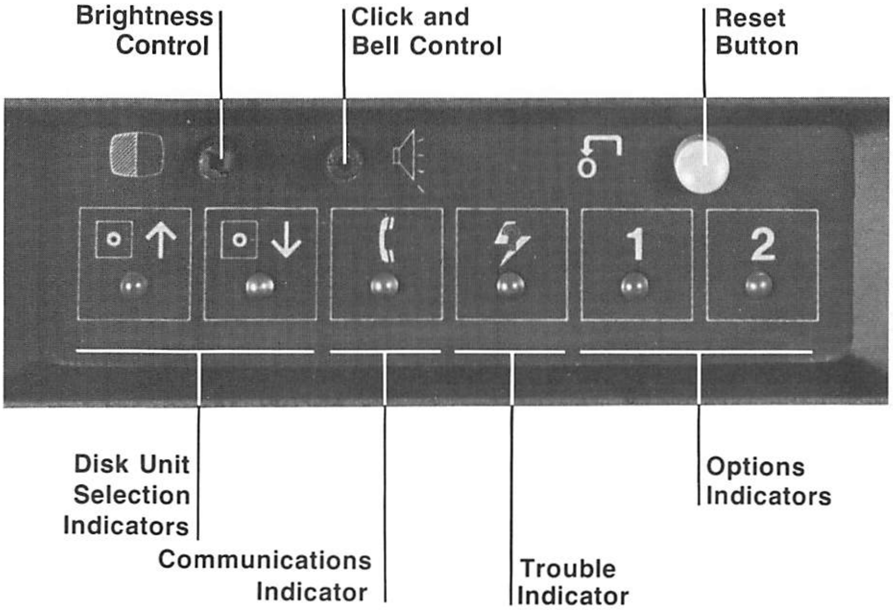
The Reset Button clears the system. The system then has to be "started up" again.

The Disk Unit Selection Indicators tell you whether you have selected the Upper Disk Unit or the Lower Disk Unit as the primary unit. The disk unit whose selection indicator is off becomes the alternate unit.

The Communications Option Indicator lights when the communications option is in use.

The Trouble Indicator indicates that the system is "stuck". This means that you will have to reset the system with the Reset Button and then "start up" the system again.

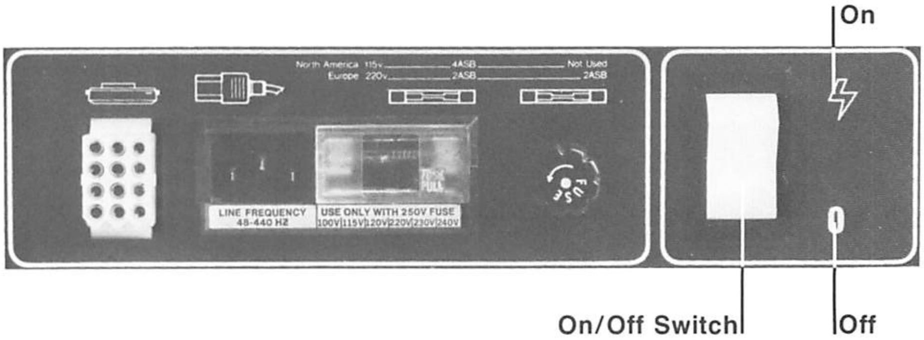
The Option One and Option Two Indicators tell you which of two options is being used.


Brightness Control
Click and Bell Control
Reset Button
1
2
Disk Unit Selection Indicators
Communications Indicator
Trouble Indicator
Options Indicators

Power Panel

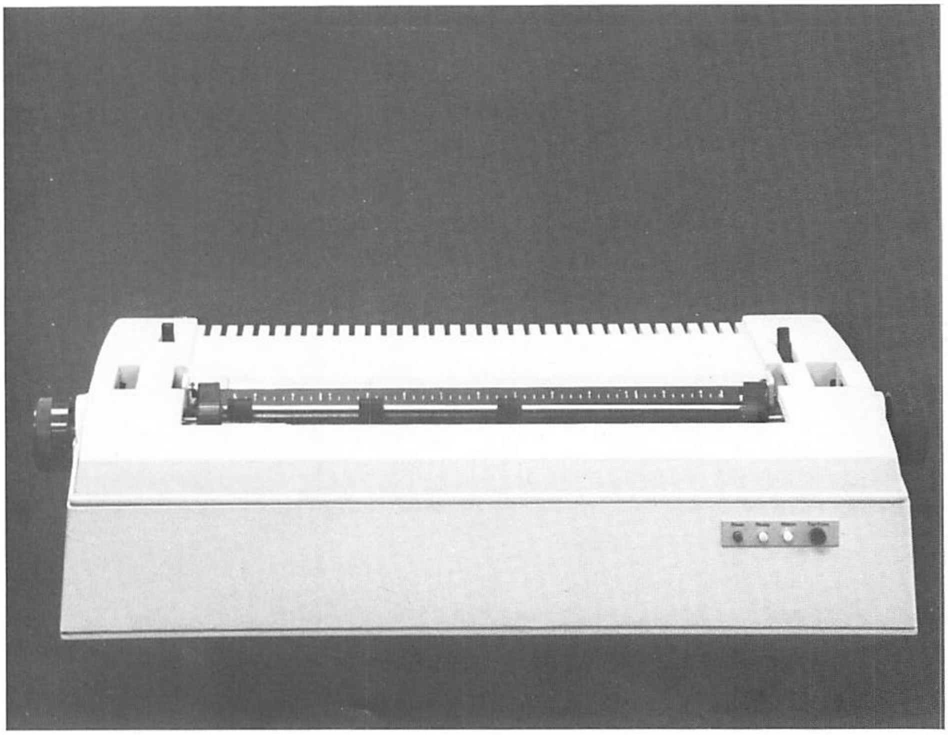
The **Power Panel** which is located at the rear of the Control Console, contains the On/Off Switch and other power-related items. Depress the appropriate end of the switch to turn system power ON or OFF.

Warning: Do not touch anything else on the Power Panel for safety's sake.


On
North America 115v 4ASB Not Used
Europe 220v 2ASB 2ASB
LINE FREQUENCY 48-440 HZ
USE ONLY WITH 250V FUSE
100V 115V 120V 220V 230V 240V
PUSH PULL
FUSE
On/Off Switch
Off

Printer

The other main part of your AES Plus is the Printer. You can instruct it to print out text from either the video screen or one of the disk units at up to 540 words per minute.



Diskettes

Diskettes hold information in the same way as magnetic tape. Your AES Plus comes with three types of Diskettes:

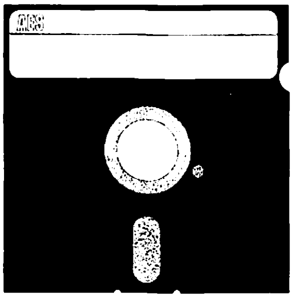
The **Program Diskette** contains all the basic information necessary for the system to operate. Without it, the system does not know how to do anything.

There are several Program Diskettes. Each Program Diskette has standard word processing functions and one extended function. You will learn about the extended functions later.

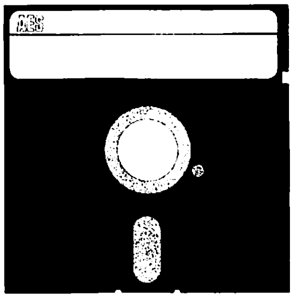
Note: You may have also received one or more of the special Program Diskettes (Financial, Records Organization, etc.). Each of these is covered by an individual training guide. Do not go through the guides until you have completed this manual.

Each **File Diskette** can memorize a maximum of 69,000 characters which corresponds to roughly 35 letter-size pages.

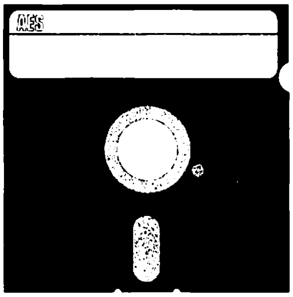
The **Training Diskette** has pages of text for you to practice on. Use it in conjunction with this training manual.



Program



File



Training

Section Summary

You should now be familiar with the major parts of the Plus. Don't try to remember the name of each part; this will come with time.

Go on to Section 2.

Section 2

Contents

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Before You Begin Typing

Introduction

In this section, you will learn what has to be done before you begin typing text onto the video screen.

Turn-On and Start-Up

Before you can begin typing, you must first turn system power on with the On/Off Switch at the rear of the Control Console. Then you must "start up" the system by loading a Program Diskette into one of the disk units.

Practice: *Turn-on and Start-up*

Notes:
Do not perform the following procedure until the system has been properly installed by an AES Service Representative.

The words at the beginning of each step, such as **"Power Panel"** and **"Disk Unit,"** let you know the area of the system where that step is performed.

1. Power Panel Turn on system power by depressing the On/Off Switch on the Power Panel to the ON position. You should immediately hear a tone indicating that the system is on but that a Program Diskette has not been loaded.

2. Disk Unit Start up the system as follows:

a) Lift the Upper Disk Unit door to the open position.

b) Insert any one of the Program Diskettes with the labels up and nearest you into the slot of the Upper Disk Unit as shown below.

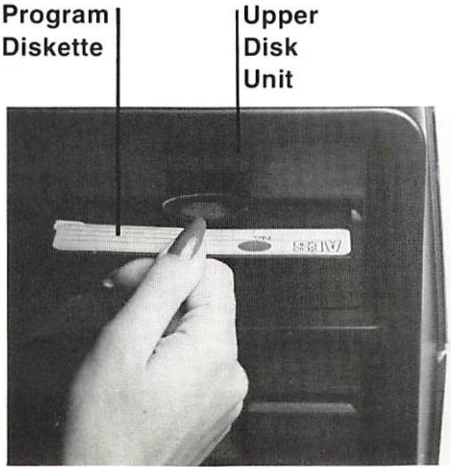
c) Close the Disk Door. If you have inserted the Program Diskette properly, the continuous tone stops and the In-Use Indicator lights.

Caution: Remember that you must never open a disk unit door when the In-Use Indicator is lit.

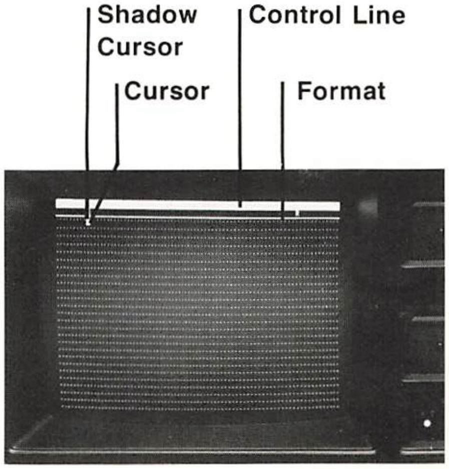
d) After approximately 15 seconds, the In-Use Indicator is extinguished and the video screen appears as shown below.

e) Remove the Program Diskette from the disk unit.

Inserting Program Diskette Into Disk Unit



Video Screen After Start Up



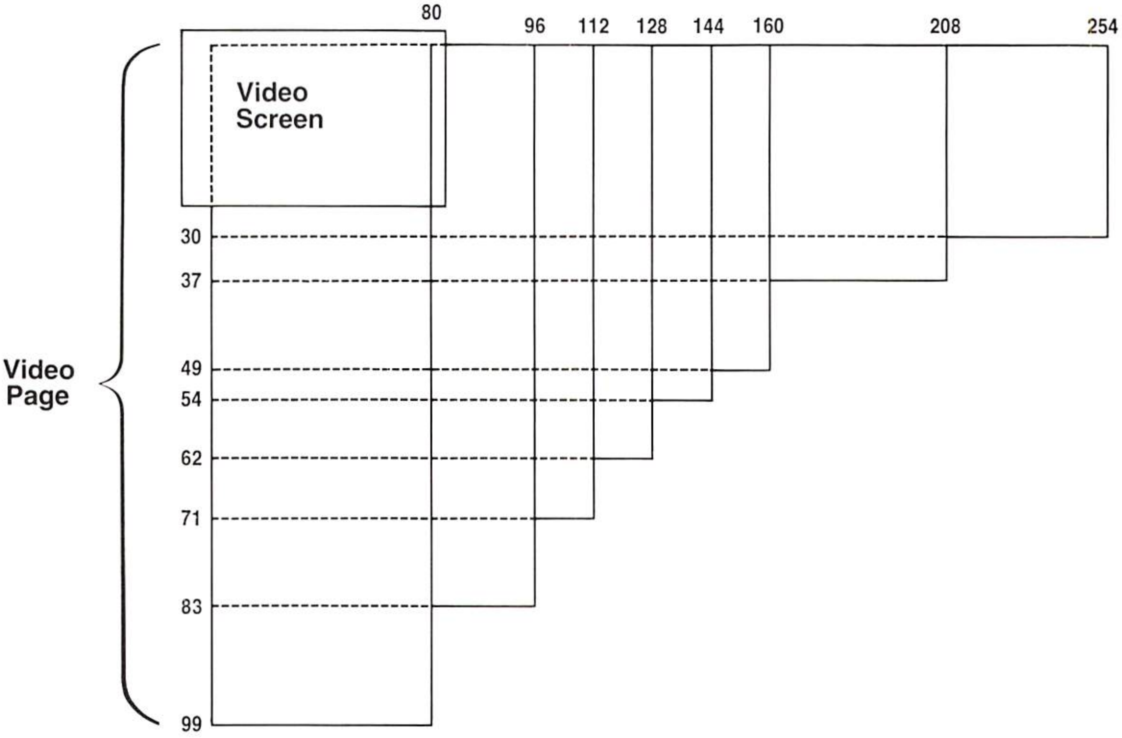
Cursor

The cursor is a small half-tone rectangle which indicates where a character will appear when you depress one of the typing keys. The cursor also serves as a pointer so that you can show the system what you want to change. The shadow cursor follows the cursor horizontally and is used in conjunction with the format line.

Video Screen and Video Page

When the system has been started up, the cursor appears at line 1, character position 5 of the video page. The video page is 80 character positions wide and can be up to 99 lines long. It can also be up to 254 character positions wide when the length is 30 lines or less. The video page is like a piece of paper in a conventional typewriter — you can never see the whole thing at one time.

What you see on the video screen is only a part of the video page measuring 80 character positions wide by 26 lines long. The video screen acts as a "window" behind which the video page moves as you type or edit text.



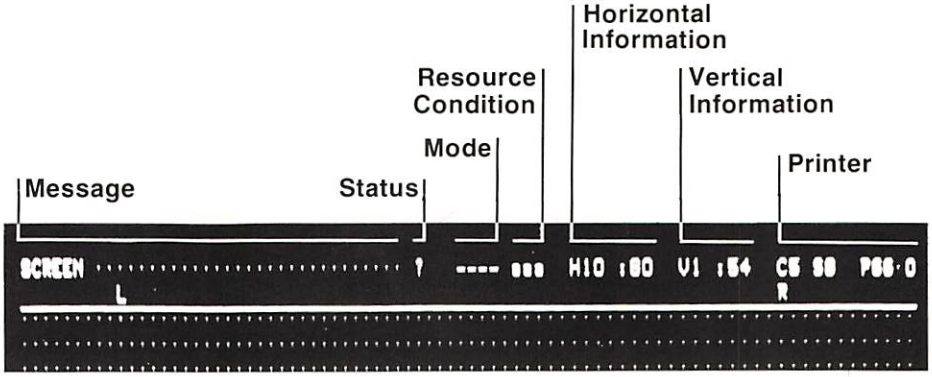
As you look at the video screen, remember that you can see only a portion of the total lines available on the video page.

Control Line

The control line is a permanent half-tone line at the top of the video screen which keeps you informed of what you and the system are doing. The control line is divided into seven sections:

Message
Status
Mode
Resource Condition
Horizontal Information
Vertical Information
Printer Settings

Control Line After Start-Up



The **message** section of the control line confirms what you have told the system to do. For example, if you tell the system to delete a paragraph the message will be "DELETE PARAGRAPH". The message section also lets you know if you have made an error or if something is wrong with the system. Right now, after system start up, the message displayed is the name and version number of the Program Diskette you just loaded.
Note: There are 36 character positions available in the message section. If the message need be more than 36 characters, the message will automatically move to the left to make room for the new characters.

The **status** section displays one of three things:

OK — this means that the system is ready to accept a command.
? — this means that the system is in the middle of accepting your command and needs more information. In other words, the system is asking you "what's next?".
— when there is nothing in this section, the system has accepted your command and is in the process of executing it. You should not depress any of the keys during this time. When the command is executed, "OK" reappears.

The **mode** section of the control line tells you if the system is in one or more of four modes:

N	Numeric mode
I	Insert mode
U	Uppercase mode
—	Underline mode

Immediately after start-up, four dashes are present indicating that none of the modes are active.
The **resource condition** section displays the current condition of the three resources or "work areas" of the system:

Foreground
Background
Printer

You will learn more about the three resources as you go through this manual. Presently, all three resources are available.

The **horizontal information** section is divided into two parts:

The current character position tells you at which character position the cursor is currently located. This will make setting margins, tabs, etc., much easier.

The horizontal dimension, which is adjustable, tells you how many character positions wide the video page is. You can reset this for extra wide typing jobs.

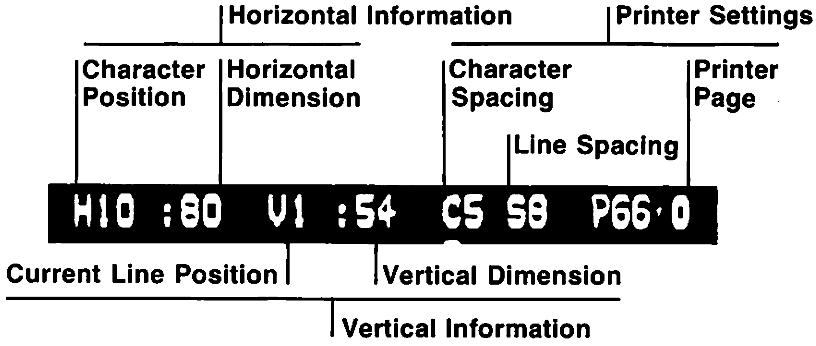
The **vertical information** section is divided into two parts:

The current line position tells you on which line the cursor is currently located.

The vertical dimension, which is adjustable, tells you how many lines long the video page is. You can reset this for extra short or extra long typing jobs.

The **printer settings** section of the control line displays three settings which tell the printer how text is to be printed. All three settings are variable.

Control Line — Horizontal, Vertical and Printer Sections


Horizontal Information
Printer Settings
Character Position
Horizontal Dimension
Character Spacing
Printer Page
Line Spacing
H10 :80 V1 :54 C5 S8 P66·0
Current Line Position
Vertical Dimension
Vertical Information

Character spacing (pitch) is presently set at 5 which corresponds to 12 pitch.

Line spacing is presently set at 8 which corresponds to single line spacing.

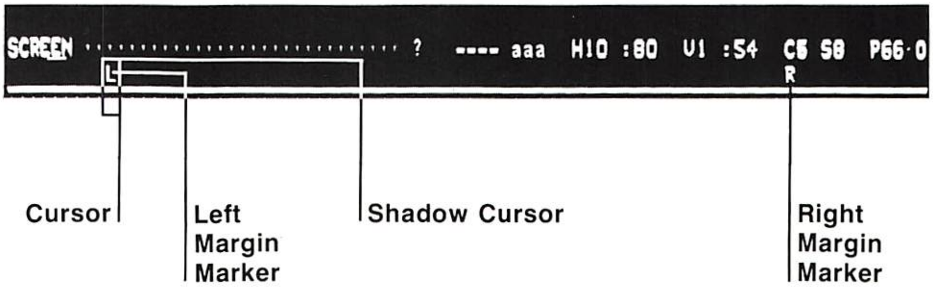
Note: Text typed on the video page is always single spaced. This setting only determines the line spacing for printed text.

The printer page should be set so that the printer will skip the proper number of lines between pages of continuous paper. The setting is currently for 11 inch paper: 66·0

Format Line

The format line is immediately below the control line, and is always as wide as the video page. Format setting markers for margins, tabs, indent and the bell zone appear on this line. Immediately after start-up, the left margin marker (L) appears at character position 5 and the right margin marker (R) appears at character position 74:

Format Line After Start-Up


SCREEN ································ ? ---- aaa H10 :80 V1 :54 C5 58 P66·0
L
R
Cursor
Left Margin Marker
Shadow Cursor
Right Margin Marker

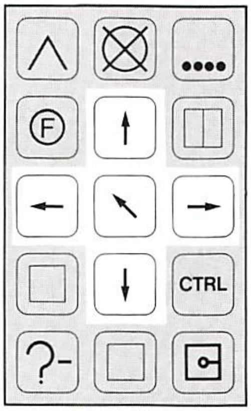
Note that the shadow cursor is always at the same character position as the cursor. The shadow cursor will be helpful when you are setting margins, tabs, etc.

Tiny Green Dots

The video page is filled with tiny green dots. These are replaced with characters as you type. The green dots will be helpful to you in aligning text, editing and determining space requirements.

Moving The Cursor

With the five directional cursor keys, you can move the cursor about the video page without eliminating typed text.



Directional Cursor Keys

← The cursor left key moves the cursor one character position to the left until the left edge of the video page is reached.

→ The cursor right key moves the cursor one character position to the right until the right edge of the video page is reached.

↓ The cursor down key moves the cursor down one line until the last line of the video page is reached.

↑ The cursor up key moves the cursor up one line until the first line of the video page is reached.

Any of the above directional cursor movements can be repeated by holding the key down.

↖ The cursor home key, when depressed twice, moves the cursor to the home position which is the character position immediately below the left margin on the first line of the video page.

Practice: ***Moving the Cursor***

Move the cursor about the video page with the directional cursor keys. At the same time, check the vertical and horizontal sections of the control line.

Instant Cursor Movement

Instant cursor movement can be done by first depressing the cursor home key and then depressing another key to specify the direction.

Note: "+" *means "then depress"; do not depress the "+" typing key.*

↖+← Moves the cursor to the leftmost character position of the video page.

↖+→ Moves the cursor to the rightmost character position of the video page.

↖+↑ Moves the cursor to the first line of the video screen. If the cursor is already on the first line, this will move the cursor up 20 lines.

↖+↓ Moves the cursor to the last line of the video screen. If the cursor is already on the last line, this will move the cursor down 20 lines.

↖+R Moves the cursor to the Right margin.

↖+L Moves the cursor to the Left margin.

↖+U Moves the cursor Up to the first line of the video page.

↖+D Moves the cursor Down to the last line of the video page.

↖+E Moves the cursor to the End of the text; that is, to the space following the last character on the video page.

Practice: ***Instant Cursor Movement***

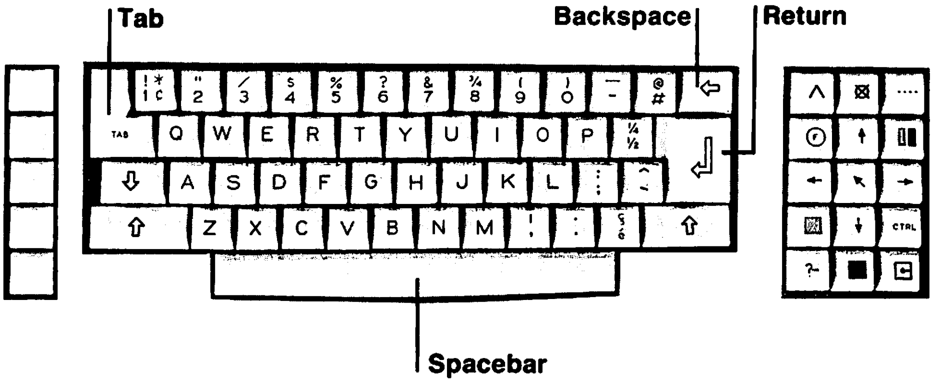
Move the cursor about the video page using the instant cursor commands. Note the changes that occur in the vertical and horizontal sections of the control line.

Env ≡35;

Typing Cursor Keys

The typing cursor keys look the same as the Spacebar, Backspace, Return and Tab keys on a conventional typewriter and work the same with a few small differences.

Typing Cursor Keys



The **Spacebar** moves the cursor one character position to the right until the right margin is reached, and then to the left margin on the line below. If the Spacebar is used over typed text on the video page it replaces the text with blank spaces.

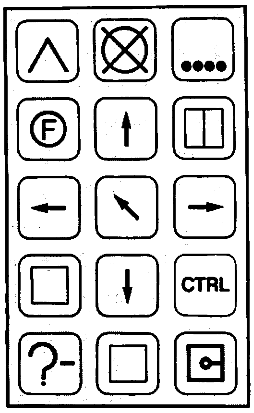
The **Backspace** key moves the cursor one character position to the left until the left margin is reached, and then to the right margin on the line above. Each time you move the cursor with the Backspace key, a tiny green dot is left behind. Holding the Backspace key down repeats the movement. Use the Backspace key to correct "typo's" as you type.

The **Tab** key moves the cursor to the next tab marker without affecting text. If there is no text, tab spaces (•) are left between the point of execution and the tab marker. If you do not want to leave tab spaces, depress the home key before depressing Tab.

The **Return** key moves the cursor to the left margin on the line below. As the cursor moves, it leaves an End-of-Paragraph symbol (⏎) and fills the rest of the line to the right margin with tiny green dots. Holding the Return key down repeats the movement. The Return key can be used when returning over typed text by holding down the Control command key and then depressing Return.

Remember that the only difference between the Plus typing keys and those on a conventional typewriter is that three of the Plus keys are "destructive". This means that Return, Backspace, and the Spacebar erase text. Also remember that the directional cursor keys do not affect text.

The **Control** command key makes other keys do special things.

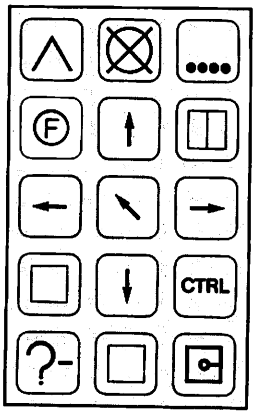


Control-Command Key

Format Settings

Format settings determine how text will be organized as you type on the video screen, and how text will be printed out. Some of the settings are similar to those used on a conventional typewriter, such as margins and tabs. Others will be new to you. You should make all necessary format settings before you start a typing assignment.

All format settings are made by first depressing the **Format** command key and then one or several of the typing keys.



Format Command Key

Left Margin

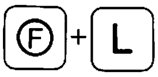
The left margin, as on conventional typewriters, determines the left edge of the text. The left margin marker (L) is now set at character position 10. Character position 1 corresponds to the left edge of a sheet of paper.

How To Set the Left Margin

1. Cursor

Move the cursor with the directional cursor keys to the desired character position; it does not matter which line the cursor is on.

2. Command



(Format) L(eft)

Note: ***Unless specified otherwise, commands should be entered with the typing keys unshifted. Also, do not depress the Spacebar unless it is specified as part of the command.***

3. Format Line
The left margin marker (L) moves to the shadow cursor on the format line (that is, directly above the main cursor).

Practice: ***Setting Left Margin***

Set the left margin at character position 5.

Right Margin

The right margin determines the right limit of the text. The right margin is now set at character position 79.

How To Set the Right Margin

1. Cursor
Move the cursor with the directional cursor keys to the desired character position; it does not matter which line the cursor is on.

2. Command

Ⓕ + R

(Format) R(ight)

3. Format Line
The right margin marker (R) moves to the shadow cursor on the format line.

Practice: ***Setting Right Margin***

Set the right margin at character position 75.

Tab

A tab setting determines where the cursor moves to when you depress the Tab key.

How To Set and Clear a Tab

1. Cursor
Move the cursor with the directional cursor keys to the desired character position; it does not matter which line the cursor is on.

2. Command

Ⓕ + T

(Format) T(ab)

3. Format Line
A tab marker (T) appears at the shadow cursor on the format line.

Note: You can set as many tabs between the left and right margins as there are character positions. To clear a tab, repeat steps 1 and 2.

Practice: ***Setting and Clearing Tabs***

1. Set tabs at character positions 10, 12 and 14.
2. Clear the tab at 14.

Indent Tab

The indent tab setting lets you indent whole paragraphs of text without tabbing each line. In other words, the indent tab acts as a temporary left margin. The cursor moves to the indent tab on the line below instead of the left margin when the right margin has been reached. At the same time, indent tab spaces (·.) are left between the left margin and the indent tab. The indent tab should be set only when it is needed.

How To Set and Clear the Indent Tab

1. Cursor
Move the cursor with the directional cursor keys to the desired character position; it does not matter which line the cursor is on.

2. Command

Ⓕ + I

(Format) I(ndent)

3. Format Line
The indent tab marker (I) appears at the shadow cursor on the format line.

Note: • ***The indent tab cannot be set outside the margins.***
• ***To clear the indent tab, repeat steps 1 and 2.***

Practice: ***Setting Indent Tab***

Set the indent tab at character position 20.

Bell Zone

The bell zone setting indicates at which character position the system's attention bell rings. You can set the bell zone to indicate that the cursor is near the end of a line, or at the last column in a table. You will find it unnecessary in most typing jobs.

How To Set the Bell Zone

1. Cursor
Move the cursor with the directional cursor keys to the desired character position; it does not matter which line the cursor is on.

2. Command

Ⓕ + Z

(Format) Z(one)

3. Format Line
The bell zone marker (Z) appears at the shadow cursor on the format line.

Note: • ***The bell zone cannot be set outside the margins.***
• ***The bell zone is cleared by moving the cursor to the bell zone marker (Z) and repeating step 2.***

Practice: ***Setting Bell Zone***

Set the bell zone at character position 70.

Format Clear

The format clear function lets you clear all format setting markers on the format line. The left margin marker (L) returns to character position 1, and the right margin marker (R) returns to the rightmost character position on the video page. All other format markers (T,I,Z) disappear.

How To Clear the Format Line

1. Command

Ⓕ + K

(Format) K(lear)

2. Control Line
"FORMAT CLEAR" appears in the message section of the control line.

3. Format Line
The L marker moves to character position 1, and the R marker moves to the rightmost character position on the video page. All other markers disappear.

Practice: *Clearing Format Line*

Clear the format line.

Printer Format Settings

The three printer format settings, located on the right end of the control line, are character spacing (C), line spacing (S) and printer page (P). They determine how the text will be printed out. They do not affect the appearance of text on the video page.

Character Spacing

Character spacing is commonly known as "pitch" which means "characters per inch". The two most familiar to you are 10 pitch (10 characters per inch) and 12 pitch (12 characters per inch):

10 pitch	abcdefghijklmnopqrstuvwxyz1234567890
12 pitch	abcdefghijklmnopqrstuvwxyz1234567890

Character spacing on the AES Plus is figured in 60ths of an inch. To obtain the correct character spacing, just divide 60 by the desired pitch. For example, the character spacing for 12 pitch is 5:

60 ÷ 12 (pitch) = 5 (character spacing)

For more choice in the way text is printed out, the AES Plus gives you nine possible character spacing settings corresponding to nine pitch values:

Pitch (characters per inch)	**Character Spacing Setting**	
60	**1**	[illegible]
30	**2**	abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
20	**3**	abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
15	**4**	abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
12	**5**	abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
10	**6**	abcdefghijklmnopqrstuvwxyz1234567890XXX
8.6	**7**	abcdefghijklmnopqrstuvwxyz1234567
7.5	**8**	abcdefghijklmnopqrstuvwxyz123
6.6	**9**	abcdefghijklmnopqrstuvwxyz

As you can see, the first three character settings are too crowded and the last three are too open for normal use. But they can be used for graphics or special effects applications. In some cases you might want to select a lower character spacing so you can "squeeze" more words onto a page. For example, you could use 5 or even 4 with the 10-pitch printwheel instead of the usual 6.

Don't worry about division, characters per inch, 60ths, etc. For now, just remember:

Pitch		**Character Spacing**
10	=	**6**
12	=	**5**

If later you have a special applications problem:

1. Reread this material.
2. Look at the illustrations.
3. Decide which character spacing suits your needs.

How To Set Character Spacing.

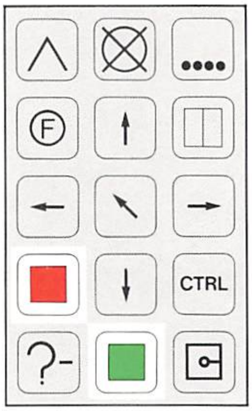
1. Command

Ⓕ + C + 1-9 + 🟩

(Format) C(haracter Spacing) (Execute)

2. Control Line
The setting you have selected (1 to 9) appears in the character spacing section of the control line.

The **Execute** command key completes and executes a selected command. If you want to cancel a command before the Execute key is depressed, depress the **Cancel** key.



Cancel Command Key

Execute Command Key

Practice: ***Setting Character Spacing***

1. *Determine the character spacing that is required when the printout is done in 10 pitch. Your answer should be 6.*
2. *Set the character spacing at 6.*
3. *Set the character spacing so that it is in agreement with the pitch marked on the printwheel currently in the printer.*

Line Spacing

The line spacing settings most familiar to you are probably single, 1 1/2, double and triple. Line spacing on the AES Plus is figured in 48ths of an inch. For example, to obtain the correct setting for single line spacing, divide 48 by 6 (the number of single spaced lines per inch):

48 ÷ 6 = 8

Thus 8 is the proper setting for single line spacing.

To obtain the settings for the other common line spacings, all you have to do is multiply 8 by the line spacing you want:

8 x 1 1/2 = 12
8 x 2 (double) = 16
8 x 3 (triple) = 24

The beauty of AES Plus line spacing is that you can select settings between the common values so as to "squeeze" more lines onto a printed page without making it obvious; or you can select quadruple or quintuple spacing; or you can select one of the lower values for special effects. Here are just a few of the possible settings:

Line
Spacing
Setting

```
           1    abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX

           7    abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX

  (single) 8    abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX

          11    abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX

 (1 1/2) 12     abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX

          15    abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX

 (double) 16    abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX

          23    abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX

 (triple) 24    abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
                abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXXX
```

There are 99 possible line spacing settings. Remember the ones you will use most often:

single = 8
1 1/2 = 12
double = 16
triple = 24

If you have a special applications problem:

1. Reread this material.
2. Look at the illustrations.
3. Decide which line spacing suits your needs.

Note: Remember that text on the video page is always shown single spaced.

How To Set Line Spacing

1. Command

Ⓕ + S + 1-99 + 🟩

(Format) **(Line) S(pacing)** **(Execute)**

2. Control Line

The setting you have selected (1 to 99) appears in the line spacing section of the control line.

Practice: *Setting Line Spacing*

1. Determine the setting for triple line spacing. Your answer should be 24.
2. Set the line spacing at 24.
3. Set the line spacing back to single (8)

Printer Page

The printer page setting ensures that the printer skips the proper number of lines between sheets of continuous paper. If the printer page setting is not correct, the printer might start printing in the middle of each sheet instead of at the top. The printer page setting is also important when you are preparing rolls of labels or continuous envelopes.

Calculate the printer page setting **as if** everything will be printed out using single line spacing; that is, as if there will be 6 lines per inch. The calculation is then very simple: multiply the sheet length in inches by 6. For example, the printer page setting for paper 11 inches long is 66:

11 (sheet length in inches) x 6 (lines per inch) = 66

You may encounter odd sheet lengths from time to time, such as 11 1/4" or metric paper sizes. In this case, you can add from 1/48 to 7/48 of an inch to the printer page setting.

The following table lists some of the common printer page settings. The setting can be from 1 to 99.

Paper Length (inches)	Printer Page Setting
2	12·0
4	24·0
5	30·0
5 1/2	33·0
8 1/2	51·0
11	66·0
14	84·0

Section 3

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Initial Typing, Memorizing and Printing

Introduction

In this section, you will have the opportunity to get the feel of the keyboard by actually typing text onto the video page. You will see how the AES Plus works for you as you type, eliminating wasted motions that became tiresome and slowed you down on conventional typewriters. You will then learn how to memorize the typed text onto a diskette, and also how to print out your work at up to 540 words per minute.

Word Wraparound

Word Wraparound automatically moves the cursor to the left margin of the line below so that you do not have to use the Return key at the end of every line. You can type without worrying about the right margin, or bells, or if a word will fit at the end of a line — Word Wraparound takes care of it automatically. With Word Wraparound helping you to type faster, you only need to use the Return key after short lines, titles, the last lines of paragraphs and at the beginning of each line you want left blank.

How To Type with Word Wraparound

1. ***Type each heading followed by one carriage return. Then depress the return key for each blank line you want between the heading and the text.***
2. ***Type each paragraph as if it were one long line, and end with a carriage return.***
3. ***If you make any typographical errors while typing, backspace with the backspace key and strikeover with the correct character.***

Practice: *Typing with Word Wraparound*

1. *Clear the format line.*
2. *Set left margin at 10 and right margin at 70.*
3. *Type the heading of the practice copy followed by two carriage returns.*

Note: *You will know that the keyboard is "shifted" when the red light on the Shift key is lit.*

```
INTRODUCTION

The AES Plus Text Editor is a complete system for the
preparation, storage and quality presentation of your
typewritten documents.  The AES Plus combines the best of
the electronics age with your skills to produce
letter-perfect text.  For example, the AES Plus can help you
in the following applications.

     Letters
     Forms "Fill-In"
     Multiple Carbon Copies
     Stencils
     Bilingual Documents
     Financial Statements
     Statistical Reports
     Manuals
     Parts Lists
     Form Letters
```

4. *Type the first paragraph of the practice copy as if it were one long line. It is not necessary that you watch the video screen. Remember the carriage returns before typing the list.*
5. *Set an indent tab at 15 and type the list using a carriage return after each entry. Note how tab spaces (•.) are left between the left margin and the indent tab setting. Remember to clear the indent tab when you have finished.*
6. *End typing with two carriage returns.*

Connecting Spaces

Connecting spaces prevent words from being separated due to word wraparound. A connecting space appears as a circumflex (^) on the video page but is printed out as a blank, the same as tiny green dots and indent tab spaces.

Connecting spaces can be used in the following situations:

between parts of a date so that, for example, the day is not on one line and the month and year are on the line below:

`29^OCTOBER^1977`

between words of a name that should not be split between two lines:

`AES^Plus`

to leave space on the paper for special symbols:

`The square root of 144 (^144) is equal to 12.`

How To Type in Connecting Spaces

1. Command

CTRL + SPACEBAR

Note ☐ ***means to hold down the indicated key while depressing the next key in the command sequence.***

2. Video Page
A circumflex (^) appears on the video page.

Practice: *Typing in Connecting Spaces*

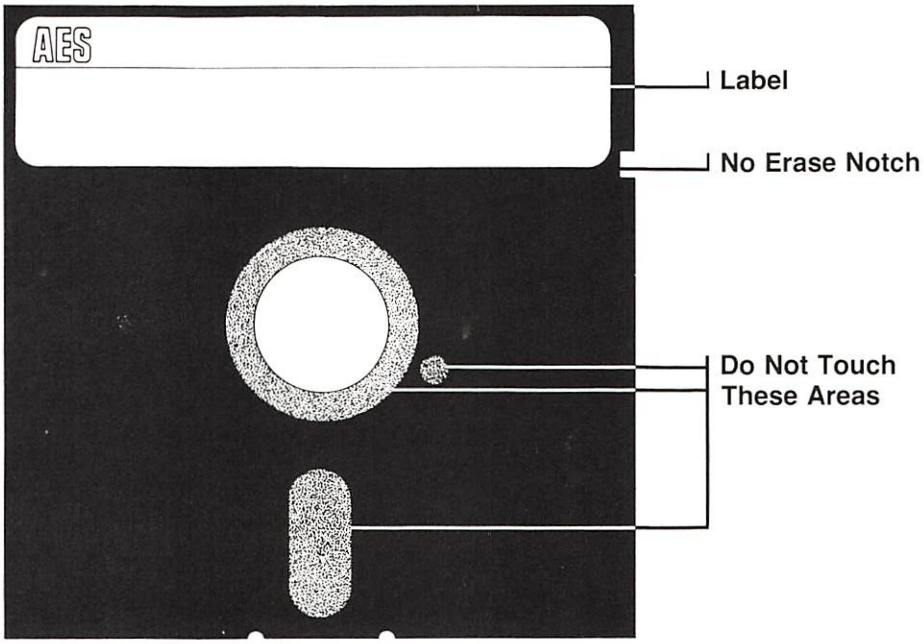
Use connecting spaces to "connect" the words "AES Plus" in the practice copy.

Note: *It is best to type the connecting spaces as you type the copy, not after a page has been typed.*

Diskettes

Your AES Plus is equipped with three types of Diskettes. You have already used a Program Diskette to "start up" the system. You will use a File Diskette to memorize the contents of the video page, and the Training Diskette as a source of practice material.

Each Diskette has several parts you should become familiar with:



The label is where you may write information about the contents of the Diskette. When writing on the label, use a felt pen or soft-lead pencil and apply as little pressure as possible.

Do not touch the exposed brown "plastic" areas; this is where the information is stored.

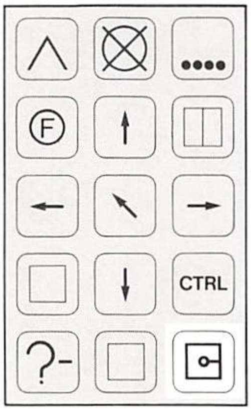
The no-erase notch, when covered with one of the "stickers" provided, protects the contents of the diskette from inadvertent erasure. Never remove the "no-erase" sticker from the Program or Training diskettes, and never use tape as a substitute for the special stickers.

Your diskettes should be kept away from excessive heat, dust and strong magnetic fields. When not in use, keep the diskette in the envelope provided.

Disk Unit Selection

The file disk unit selection function lets you access the diskette in either the Upper Disk Unit or the Lower Disk Unit; that is, specify one of the disk units as the primary unit. The other disk unit then becomes the alternate.

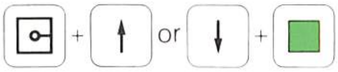
File disk unit selection is one of several file functions that you will be learning about. File functions enable you to work with the contents of a file diskette and are specified by first depressing the **File** command key.



File Command Key

How To Select a Disk Unit

1. Command



(File) (Upper) (Lower) (Execute)

2. Control Line
"UPPER DISK" or "LOWER DISK" appears in the message section.

3. Control and Indicator Panel
The appropriate Disk Unit Selection Indicator lights indicating that that unit is currently the primary disk unit and the other is the alternate. A file diskette cannot be accessed until the selection indicator for its disk unit is on.

Practice: *Disk Unit Selection*

1. *Insert a file diskette in the Upper Disk Unit and the Training Diskette in the Lower Disk Unit with labels up and nearest you, just as you inserted the Program Diskette.*
2. *Close the Disk Unit doors. A diskette is properly inserted only if the In-Use Indicator lights momentarily.*
3. *The Upper Disk Unit is currently the primary unit. Use the file disk unit selection function to select the Lower Disk Unit as primary and the Upper Disk Unit as alternate.*
4. *Again select the Upper Disk Unit as primary.*

File Memorize

With the file memorize function, you can memorize the contents of the video page (including all format settings) onto a file diskette. A copy remains on the video page but the original becomes part of the file diskette for future reference.

You must assign a name to a page before it can be memorized. Most page names have three parts:

Name **Separator** **Numerical Suffix**

`ROBERTPJONES.4`

The name can have a maximum of 12 characters which may be either numbers or letters or a combination of the two. The following are the only other acceptable characters: # / - When selecting a name, choose one that is as short as possible but still long enough to reflect the contents of the page. Here are a few examples:

```
JONES/FILE#2
RPJONES
RPJ/FILE#472
472-3JULY77
#472
```

The numerical suffix may be any number from 1 to 99. It differentiates pages having the same name.

The separator, which is always a period, separates the name from the numerical suffix. The first time you use a name to memorize a page, the separator and numerical suffix are not included. But you can include them if you want to (for example SMITH.1).

How To Memorize a Page

1. Command

⊡ + M + name + 🟩

(File) **M(emorize)** **(Execute)**

2. Control Line
"MEMORIZE" and the selected name appear in the message section.

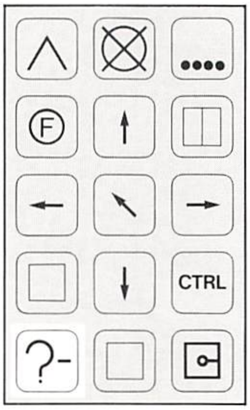
Practice: *Memorizing*

Memorize the current video page as "PLUS".

Screen Erase All

The screen erase all function erases all text from the video page; that is, replaces it with tiny green dots.

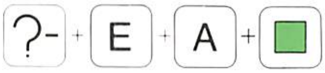
Screen erase all is one of several screen functions which are usually used to work with the contents of the video screen and video page. Always specify screen functions by first depressing the **Screen** command key.



Screen Command Key

How To Use the Screen Erase All Function

1. Command



(Screen) E(rase) A(ll) (Execute)

2. Control Line
"ERASE ALL" appears in the message section of the control line.

3. Video Page
All text on the video page, even outside the margins, is replaced by tiny green dots. Format settings are not affected.

Practice: ***Screen Erase All***

Since you have safely memorized the contents of the video page, you can now erase it using the screen erase all function.

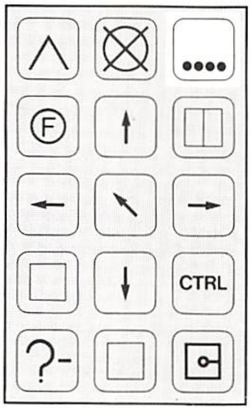
Automatic Underlining

There are two underlining methods available with the AES Plus: automatic and manual.

The automatic underlining mode lets you underline as you type. This method is helpful when large quantities of text have to be underlined. After you have typed all the underlined text, clear the automatic underlining mode; typed text is then entered without the underlining.

Manual underlining is identical to the method used on conventional typewriters where you hold the Shift key down and depress the Underline key.

Use the **Repeat** command key to repeat the Underline key or any other key.



Repeat Command Key

How To Set and Clear the Underline Mode

1. Command

?- + _

(Screen) (Underline)

2. Control Line

"_" replaces one of the dashes in the mode section.

Practice: *Automatic Underlining*

1. *Enter the underline mode.*
2. *Type the following paragraph.*
3. *Ensure that you depress Return twice after the title, and twice at the end of the text.*

```
THE VIDEO SCREEN

Typed text is displayed in large, clear characters on a
non-reflective CRT (like a TV screen) which is called the
video screen.  The video screen frees you from the mechanics
of paperwork and gives you the peace of mind that comes with
knowing that the text need not be committed to paper before
it is perfect.
```

Memorizing the Next Page of a Text

A Text is usually a group of two or more memorized pages. But a Text can also be just one memorized page. The page you memorized as PLUS is also a Text.

You are going to memorize the current video page as the second page of the Text "Plus". But you won't have to specify a page name since the system remembers what you called the first page. It will automatically assign it the current Text name followed by the appropriate numerical suffix: PLUS.1

How To Memorize the Next Page of a Text

1. Command

⊡ + M + 🟩

(File) M(emorize) (Execute)

2. Control Line
"MEMORIZE" followed by the current text name and the next numerical suffix appears in the message section.

Practice: *Memorizing the Next Page*

1. *Memorize the current video page as the next page of the Text "PLUS". Note that the page is automatically given the name "PLUS.1".*
2. *Erase the video page*

Practice: *General Review*

1. *Type the following paragraph using all the functions you have learned (e.g., automatic underlining).*
2. *Make sure that you clear the indent tab before typing the last line.*
3. *Backspace and strikeover any typographical errors.*
4. *Memorize the page as part of the Text "PLUS".*
5. *End the last line of the text with two carriage returns.*

FAST AND POWERFUL TYPING

Following is a description of some of the more significant editing and operational features associated with the AES Plus video screen.

> WORD WRAPAROUND eliminates the need for carriage return execution at the end of every line by automatically returning the cursor to the left margin of the line below. If the return occurs within a word, the first part of the word is automatically "wrapped around" to the beginning of the next line.
>
> DELETE eliminates a selected amount of text while filling in the resultant spaces with the remaining text.
>
> INSERT permits characters, words or whole sentences to be inserted within existing text.

These features can help you do a better job.

Ending a Text

Once you have memorized this last page, you will see in the message section that it was automatically given the name *"PLUS.2".* You must now let the system know that this is the last page of the Text.

How To End a Text

You can end a Text in one of two ways:

by giving a command specifying which page you want to be the last page of the Text, or

by memorizing the next page with a new name.

If you choose the command method, use the following procedure:

1. Command

⊡ + E + name + 🟩

(File) E(nd-of-Text) (Execute)

2. Control Line
"E-O-T" (end-of-Text) followed by the name and numerical suffix you selected appears in the message section of the control line.

Note: ***This method is used primarily to split one Text into two separate Texts.***

Practice: *Ending a Text*

Make the page "PLUS.2" *the last page of the Text "PLUS".*

File Index

Each time you memorize a page onto a file diskette, the AES Plus creates a file index or table of contents for you.

The pages are grouped in "Texts" which are arranged numerically and alphabetically. Below is an example of a file index. The numbers with arrows refer to comments listed below.

```
   1→ AES                  39 SEGMENTS AVAILABLE ←2

#200 ←3             NOVEMBER

1976/77             P785-5

ABC                 TALLY#1    ┐
                    TALLY#1.1  │
ADD                 TALLY#1.2  │←4
                    TALLY#1.3  │
INTRO    ┐          TALLY#1.4  ┘
TABLE    │←5
INTRO.1  │
INTRO.2  ┘

JUNE-JULY

MARCH-MAY
```

1. `AES`
This is the diskette name assigned at the factory.

2. `39 SEGMENTS AVAILABLE`
This part of the file index tells you approximately how much of the file diskette is still available for memorizing text. Although it is possible to memorize a maximum of 69 pages (i.e., assign 69 page names), one segment does not necessarily correspond to one page; rather, it contains about 1000 characters. In this example, 30 segments of the file diskette were used to memorize 17 pages. A page occupies at least one segment but can occupy as many as eight segments, so the number of segments available just gives you a general idea of how much more text can be memorized on that file diskette.

Note: *Never try to use more than 69 segments of a diskette.*

3. `#200`
Page names are sorted so that the three symbols (#, /, -) are first, followed by numbers and then the letters of the alphabet.

4. `TALLY#1`
These five pages constitute a Text. When pages are memorized sequentially, each is automatically given a numerical suffix so that it can be distinguished from the other pages of the Text. A single page name set off by blank lines can also be referred to as a Text.

5. `INTRO`
Pages in a Text may not necessarily have the same name.

How To Display The File Index

1. Command

⊡ + I + 🟩

(File) I(ndex) (Execute)

2. Control Line
"FILE INDEX" appears in the message section of the control line.

3. Video Page
The index of the file diskette in the primary disk unit is displayed on the video page.

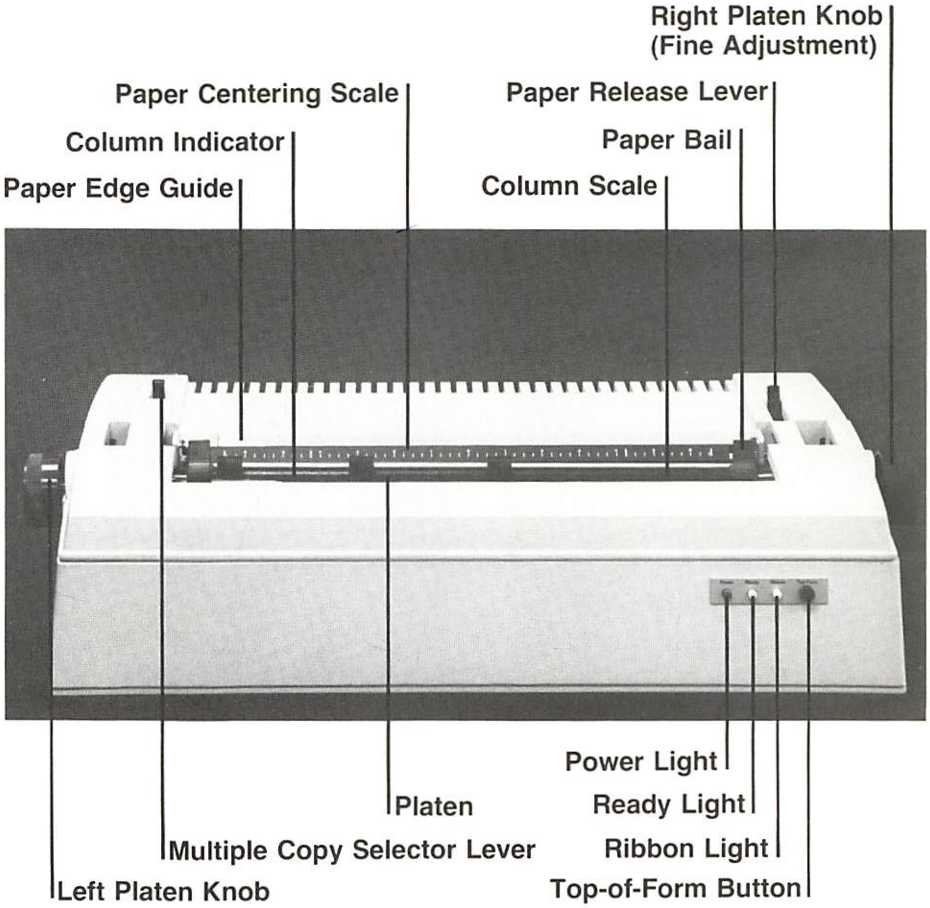
Practice: ***Displaying The File Index***

Give the command to display the current file index. Note that the pages you have memorized are grouped in one Text called PLUS.

Printer Unit

The illustration below shows the printer's important operating controls. As you can see, they are quite similar to those of a typewriter.

The **platen** holds the paper in printing position. Its rubber facing presents a soft cushion against which the characters may be struck, just as on a typewriter.


Right Platen Knob (Fine Adjustment)
Paper Centering Scale
Paper Release Lever
Column Indicator
Paper Bail
Paper Edge Guide
Column Scale
Power Light
Platen
Ready Light
Multiple Copy Selector Lever
Ribbon Light
Left Platen Knob
Top-of-Form Button

Platen knobs on either side of the printer enable you to position the platen manually during the loading of paper, just as on a typewriter. Note that the **fine adjustment knob** is located on the right side of the machine, whereas most typewriters have this provision on their left. By pressing inward on the right platen knob, you can release the restraining force on the platen to make fine adjustments in the paper vertical position.

The **paper bail** holds the paper firmly against the platen, thus ensuring a clear impression and quiet operation. The bail may be pulled forward out of the way when paper is being loaded.

The **paper release lever** is used to reposition the paper after it has been inserted into the printer. When this lever is all the way forward, the paper is free, enabling you to center the page on the platen. With the lever all the way back, the paper is held firmly in place, just as on a typewriter.

The **paper centering scale** is similar to the scale found on a typewriter. It serves as a guide when you position paper in the printer.

The **paper edge guide** should be aligned with the zero on the column scale. This ensures that character position 1 on the video page corresponds to the left edge of the paper. If you move the paper edge guide, you will probably have to make adjustments in your left and right margin settings.

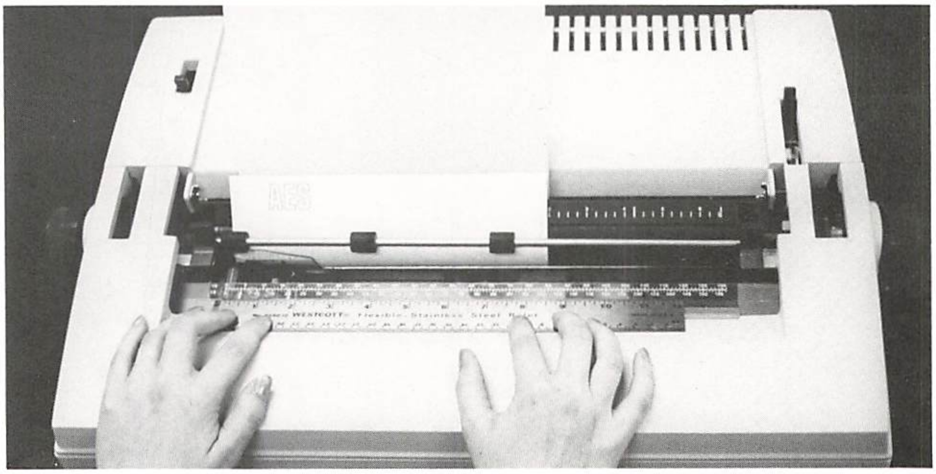
The **multiple copy selector lever** adjusts the platen position to compensate for the additional thickness of extra carbon copies. Keep the lever all the way forward when printing up to three copies. Move the lever back a notch for four copies, and one more notch for every three additional copies.

The **column scale** is marked to show the positions of characters in both 10 and 12 pitch. It can be used to calculate margins as follows:

a) Align the left edge of your paper with the zero on the column scale.

b) Set a ruler against the appropriate scale (10 or 12 pitch) and note the column number above the required margin in inches.

c) Use the numbers obtained in step (b) for the margin settings.



The **Ready light** is an indicator built into the printer. When lit it indicates that the printer is ready to print. This means that power is available and that the system has enabled the printer.

The **Power light** is lit whenever the AES Plus system is turned on.

The **Ribbon light** is normally lit when the system is on but goes out when the ribbon cartridge is empty.

The **Top-of-Form** button lets you pre-position continuous paper or automatically eject single sheets.

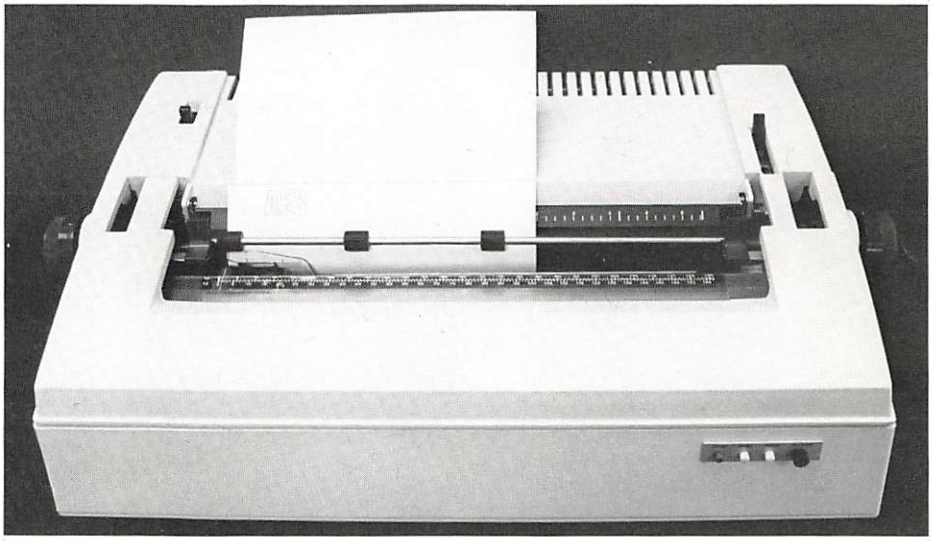
Loading Paper in the Printer

Loading paper in the printer is just like inserting a page into a typewriter, but you have to be a little more careful. The paper may "creep" sideways on the platen as the paper advances if the paper is not accurately squared and positioned. If you follow the directions given here, you should not have this problem.

Warning: Sudden movements of the printwheel carriage can cause painful injuries. Keep your hands and other objects (hair, jewelry, clothing) clear of the carriage at all times when the power is on.

Practice: ***Loading Paper in the Printer***

1. *Insert a sheet of paper behind the platen and rotate the platen knob to bring the paper all the way through.*
2. *Move the paper release lever to its forward position, freeing the paper in the printer.*
3. *Pinch the front and back edges of the paper together and align the corners. This squares the paper in the printer. At the same time, align the paper with the paper edge guide.*
4. *When you are sure that the paper is accurately squared and aligned, move the paper release lever back to its normal position to clamp the page in place.*
5. *Lower the paper bail.*
6. *Rotate the platen to position the paper at the top of the page, using the horizontal lines on the transparent card guide as indicators. With a sheet of paper adjusted as shown below and with text on line 1 of the video page, text will be printed out with a 2 1/2 -inch top margin.*

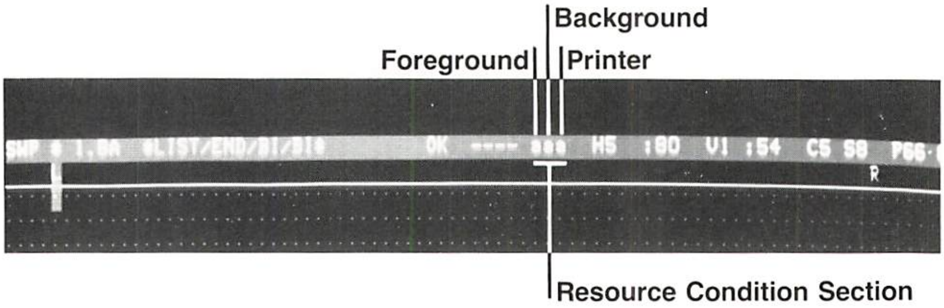


Note: *Read the material in Section 8 before changing the printwheel or ribbon cartridge, and before performing the periodic cleaning which is necessary to keep the printer running smoothly. If you have any problems with the printer, turn to Section 9.*

Basic Printing Commands

You will soon learn how to instruct the system to print out information stored on a diskette. At the same time you will be able to type new material onto the video page, or make revisions to other pages on the file diskette. To enable you to do this, the system has two video pages. The one you have been working with is called the "Foreground". The second video page is hidden and is called the "Background".

The Foreground and Background, with the printer unit, make up the three system resources. The resource condition section of the control line keeps you informed of the availability of the three resources:



Currently, all three resources are available ("a"). The resources can also be in one of the following conditions:

u unavailable
s stopped
l local mode (printer only)
o echo mode (printer only)

Your AES Plus, when instructed to print a page or Text from a file diskette, automatically brings the page to the Background and prints it from there. You are then free to use the Foreground video page for initial typing or editing. You can also recall other pages from the file diskette.

How To Print a Page from the File

1. Printer
Insert a sheet of paper into the printer.

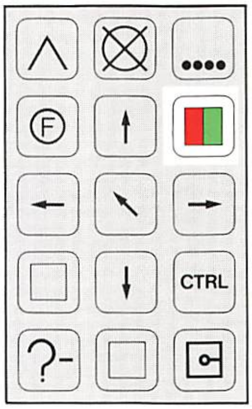
2. Command

⊡ + P + name + 🟩

(File) **P(rint)** **(Execute)**

3. Video Page
While the printer is printing you can be working on the Foreground video page.

Note: *If you have to stop the printer for any reason, depress the Stop/Continue command key. Depress it again to continue printing. You can cancel the printing function, only while the printer is stopped, by holding down the Control command key and depressing the Cancel key.*



Stop/Continue Command Key

Practice: ***Printing a Page From the File***

1. Print the first page of the Text PLUS.

2. Print the page again, but stop in the middle and cancel the command.

You can print out the video page using the screen print function. This, of course, makes the foreground unavailable. It is thus better to print out from the file diskette so you can be doing something else on the foreground video page. You will need the screen print function only to print out the file index. The index occupies a special part of the diskette and thus cannot be printed using the file print command.

How To Print Out the Video Page

1. Printer
Insert a sheet of paper into the printer.

2. Command

?- + P + 🟩

(Screen) P(rint) (Execute)

3. Video Page
The foreground video page is unavailable until the printing process is completed.

Practice: ***Printing Out the File Index***

1. It is important to keep a printed copy of the file index with your file diskette. This makes it easier to find a particular document quickly without having to display the indexes of several diskettes.

2. Display the file index.

3. Insert a sheet of paper in the printer.

4. Print out the index using the screen print function.

Printing Options

The AES Plus is equipped with several options to make things easier when you are using a printing function. For example, it would be time consuming and tedious to have to instruct the printer to print out each page of a large Text. With one of the printing options, you can tell the system to print out each page of the Text automatically.

The following options can be used with the file print and screen print functions:

T This prints the **Text** named, stopping after each page. Depress the Stop/Continue command key and the next page is automatically printed out. (This option is available only with the file print function.)

R# This option **repeats** the printing of each page. The printer stops after each copy and does not continue with the next copy until you depress the Stop/Continue command key. The "#" can be any number from 2 to 99.

C This option prints out all copies **continuously** — that is, the printer does not stop after each copy. When this option is used, the printer must be equipped with continuous paper and the Forms Tractor (see Section 8).

A This activates the optional **autofeed** paper feeder.

There are several other printing options that you will learn about later.

Always specify the printing options just before you depress the Execute command key when giving a file print or screen print command. For example, this could be a typical file print command with options:

⊡	+ P	+ name + SPACEBAR	+ T	+ C	+ R	+ 3	+ 🟩
(File)	**P(rint)**		**T(ext)**	**C(ontinuous)**	**R(epeat)**	**(3 times)**	**(Execute)**

This is telling the printer to print out the Text called "NAME" Three times, and not to stop after each copy since continuous paper is being used.

Likewise, this could be a typical screen print command with options:

?-	+ P	+ C	+ R	+ 2	+ 🟩
(Screen)	**P(rint)**	**C(ontinuous)**	**R(epeat)**	**(Twice)**	**(Execute)**

This is telling the printer to print out the contents of the video page twice, and not to stop after the first copy is printed since continuous paper is being used.

Practice: ***Printing a Text From the File Diskette***

Print out the complete Text "PLUS" from the file diskette using the "T" option. Remember to depress the Stop/Continue command key for each new page.

Thus the vertical dimension after start-up is set for 11" paper with a 1-inch margin at the top and a 1-inch margin at the bottom, using single line spacing.

If the text is printed out using double line spacing, there will be half as many lines of text on each sheet. Therefore, the number of single-spaced lines must be divided by two:

54 ÷ 2 = 27

The vertical dimension setting for 11-inch paper with a 1-inch margin at the top and bottom, using double line spacing is thus 27.

In summary, the vertical dimension of the video page is calculated as follows:

1. Determine the length in inches of the paper you will be using in the printer.
2. Subtract the number of inches you want left at the top and bottom from the paper length.
3. Multiply the answer obtained in step 2 by 6.
4. Divide the answer obtained in step 3 by the line spacing you have selected (single, double, triple, etc.).

Note: The vertical dimension must never be more than the printer page setting, with or without continuous paper.

The following table lists some of the more common vertical dimension settings.

			Vertical Dimension Settings For Line Spacing =			
Paper Length	Top Margin	Bottom Margin	Single	1 1/2	Double	Triple
4"	1/2"	1/2"	18	12	9	6
4"	1"	1"	12	8	6	4
5"	1/2"	1/2"	24	16	12	8
5"	1"	1"	18	12	9	6
5 1/2"	1/2"	1/2"	27	18	14	9
5 1/2"	1"	1"	21	14	11	7
8 1/2"	1/2"	1/2"	45	30	23	15
8 1/2"	1"	1/2"	42	28	21	14
8 1/2"	1"	1"	39	26	20	13
8 1/2"	3"	1"	27	18	14	9
11"	1/2"	1/2"	60	40	30	20
11"	1"	1/2"	57	38	29	19
11"	1"	1"	54	36	27	18
11"	3"	1"	42	28	21	14
14"	1"	1/2"	75	50	38	25
14"	1"	1"	72	48	36	24
14"	3"	1"	60	40	30	20

How To Set the Vertical Dimension

1. Command

Ⓕ + V + 1-99 + 🟩

(Format) V(ertical Dimension) (Execute)

2. Control Line
The vertical dimension (1 to 99) you have selected appears in the vertical dimension part of the vertical information section.

Practice: *Calculating and Setting the Vertical Dimension*

1. *Set the vertical dimension for 11-inch paper with 1-inch top and bottom margins, using triple line spacing.*

   "18" should replace "54" in the vertical section of the control line.

2. *Set the vertical dimension setting for 14-inch paper with a 1-inch top margin and a 1/2-inch bottom margin, using triple line spacing.*

   "25" should replace "18" in the vertical section of the control line.

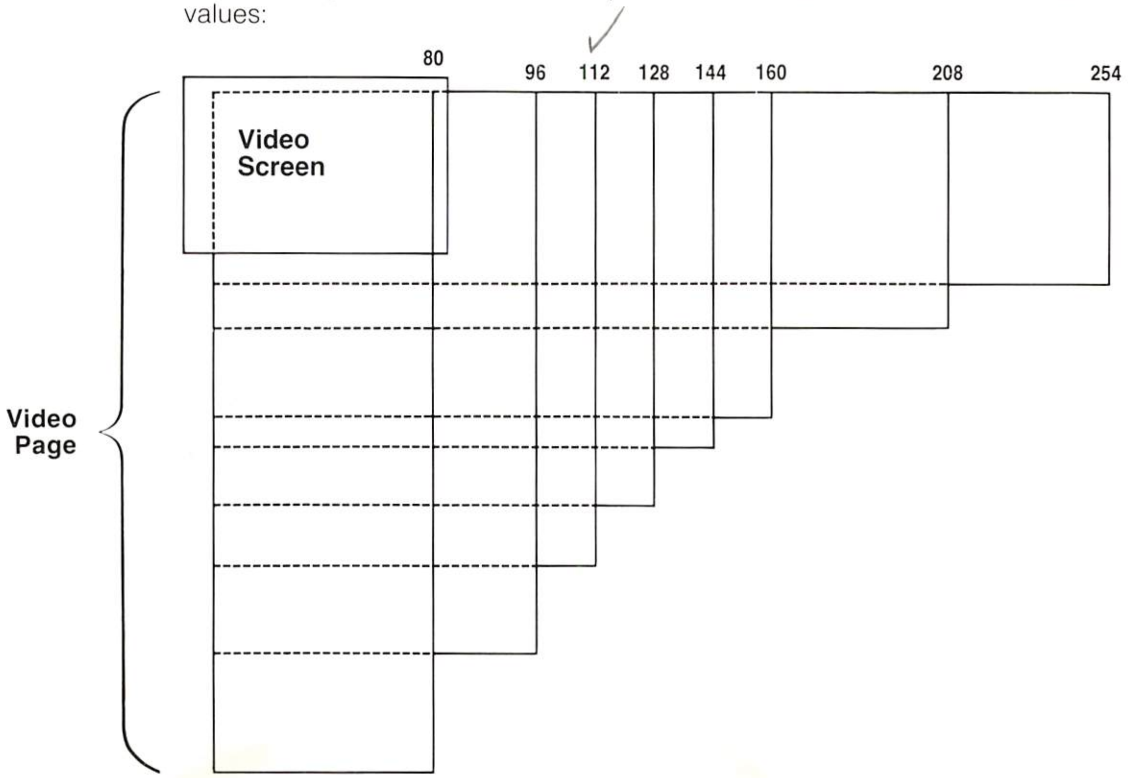
3. *Set the vertical dimension setting for 12-inch paper with a 2 1/2-inch top margin and a 1 1/2-inch bottom margin, using quadruple (4) line spacing.*

   "12" should replace "25" in the vertical section of the control line.

4. *Set the vertical dimension back to 54.*

Horizontal Dimension

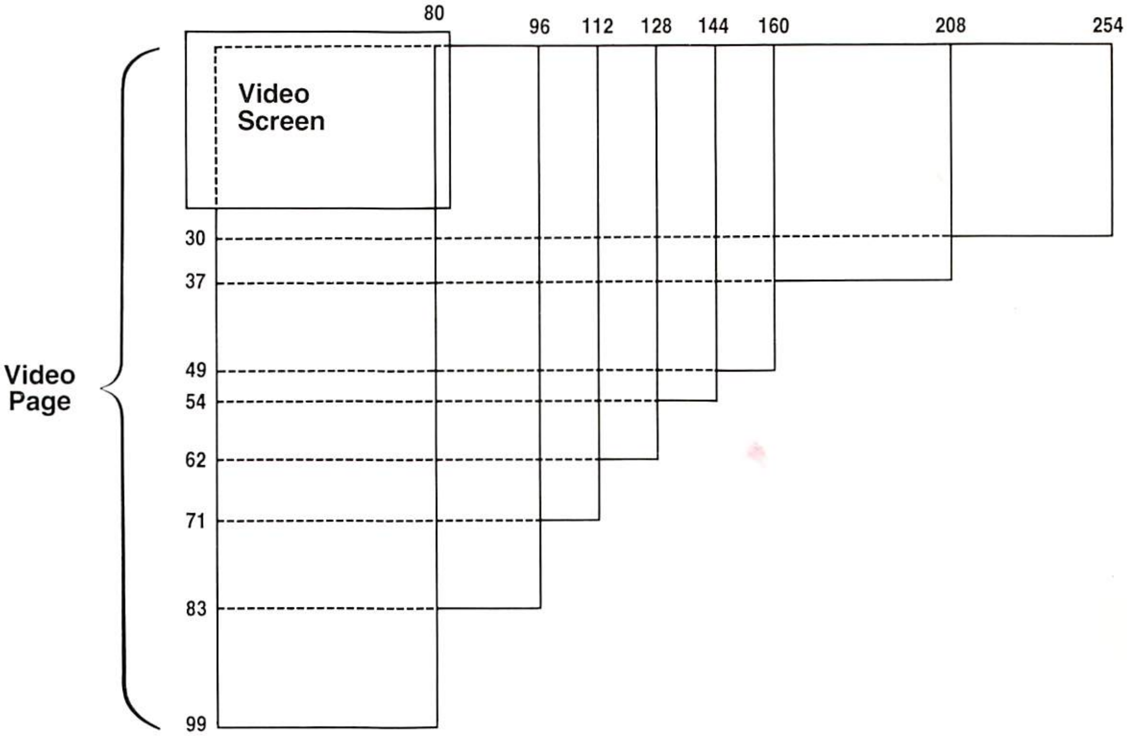
The horizontal dimension setting determines the width of the video page; that is, how many character positions are available on each line of the video page. It is automatically set at 80 after start-up but can be reset to one of seven other values:



Note how the vertical dimension gets shorter as the horizontal dimension gets wider. This is because the video page can hold no more than 8,000 characters. For example, it is impossible for the video page to have a horizontal dimension of

112 and a vertical dimension of 99 because the video page would have to hold 11,088 characters (99 x 112 = 11,088). But, since the video page can hold no more than 8,000 characters, the vertical dimension cannot be more than 71 (71 x 112 = 7,952).

The same is true for the other horizontal dimension values. The vertical dimension used with each cannot be larger than a certain maximum value:

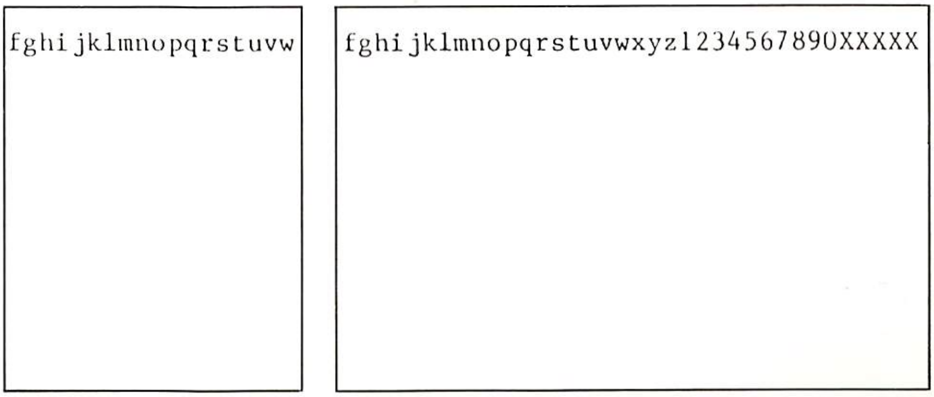

80
96
112
128
144
160
208
254
Video Screen
Video Page
30
37
49
54
62
71
83
99

The horizontal dimension also depends upon character spacing and paper width. More characters will fit on a line with character spacing set at 5 (12 pitch) than at 6 (10 pitch):

5 (12-pitch) abcdefghijklmnopqrstuvwxyz1234567890XXXXXXXXX

6 (10-pitch) abcdefghijklmnopqrstuvwxyz1234567890XX

Likewise, the wider the sheet of paper in the printer, the more characters per line:


fghijklmnopqrstuvw
fghijklmnopqrstuvwxyz1234567890XXXXX

Therefore, the horizontal dimension must necessarily be made greater as you increase the character spacing and the width of the paper to be used in the printer.

In summary, the horizontal dimension ensures that lines printed out are neither too wide nor too narrow for the sheet of paper you are using in the printer. To select the proper horizontal dimension for your typing job, you must know three things:

1. Vertical dimension setting
2. Character spacing (pitch)
3. Paper width

How To Calculate the Horizontal Dimension

Determine the character spacing (pitch) the printer will be using and then use either the 10-pitch or 12 pitch table as follows:

1. ***Determine the width of the paper you will be using in the printer and find the appropriate entry in the "Paper Width" column of the table.***
   For example, you have previously set the character spacing for 5 and are thus referring to the 12-pitch table. The horizontal dimension setting for paper 8 1/2" wide should therefore be 112 as long as the vertical dimension is equal to or less than 71.

2. ***If the vertical dimension previously selected exceeds that listed in the "Maximum Vertical Dimension" column, you must select the next smaller horizontal dimension.***

3. ***For example, the horizontal dimension should be 112 but you previously set the vertical dimension at 72. This means the horizontal dimension must be 96 instead of 112.***

Horizontal Dimension Settings (10 Pitch)

Paper Width (Inches)	**Maximum Vertical Dimension**	**Horizontal Dimension**
0-8.0	99	80
8.0-9.6	83	96
9.6-11.2	71	112
11.2-12.8	62	128
12.8-14.4	54	144
14.4-16.0	49	160
16.0-20.8	37	208
20.8-25.4	30	254

Horizontal Dimension Settings (12 Pitch)

Paper Width (Inches)	Maximum Vertical Dimension	Horizontal Dimension
0-6.7	99	80
6.7-8.0	83	96
8.0-9.3	71	112
9.3-10.7	62	128
10.7-12.0	54	144
12.0-13.3	49	160
13.3-17.3	37	208
17.3-21.2	30	254

Practice: *Calculating the Horizontal Dimension*

1. *Calculate the horizontal dimension for a typing job using the following information:*

   Paper width: 8 1/2"
   Character spacing: 5 (12 pitch)
   Vertical dimension: 83

   Your answer should be 96.

2. *Calculate the horizontal dimension for a typing job using the following information:*

   Paper width: 11"
   Character spacing: 5 (12 pitch)
   Vertical dimension: 39

   Your answer should be 144.

3. *Calculate the horizontal dimension for a typing job using the following information:*

   Paper width: 20"
   Character spacing: 6 (10 pitch)
   Vertical dimension: 48

   Your answer should be 160.

How To Set the Horizontal Dimension

1. Command

Ⓕ + H + 80-254 + 🟩

(Format) **H(orizontal Dimension)** **(Execute)**

2. Control Line

The horizontal dimension you have selected appears in the horizontal dimension part of the control line.

Notes: *1. You can select any horizontal dimension setting you wish, but the system looks at the setting and may do one of two things:*

a) If the vertical dimension is larger than the maximum given in the table, the system automatically resets the vertical dimension to the maximum value. For example, the vertical dimension is 99 and the horizontal is 80. You reset the horizontal dimension to 254. The system then automatically resets the vertical dimension to 30 (the maximum given in the table).

b) If your horizontal dimension selection is between two of the eight standard values given in the table, the system automatically selects the larger value.

2. Always calculate and set the vertical dimension before calculating and setting the horizontal dimension.

3. The video page is automatically erased when the horizontal dimension is changed.

Practice: ***Setting the Horizontal Dimension***

1. Calculate and set the horizontal dimension for a typing job using the following information:

Paper width: 9.2"
Character spacing: 6 (10 pitch)
Vertical dimension: 83

2. "96" should replace "80" in the horizontal section of the control line.

3. Set the horizontal dimension back to 80.

Section Summary

You should now be familiar with the following:

1. turning on and starting up the system

2. the relationship between the video screen and video page

3. major items displayed on the video screen (cursor, control line, format line, etc.)

4. the possible ways of moving the cursor about the video page

5. calculating, setting and clearing the format settings

Make sure you ask your AES Representative about any items that are not clear to you.

Go on to Section 3.

How To Set the Printer Page Size

1. Command

Ⓕ + P + 1-99 + SPACEBAR + 0-7 + 🟩

(Format) **P(rinter Page)** **(Execute)**

*** Note:** ***You must enter "0" if you are not adding from 1/48" to 7/48" to the setting.***

2. Control Line

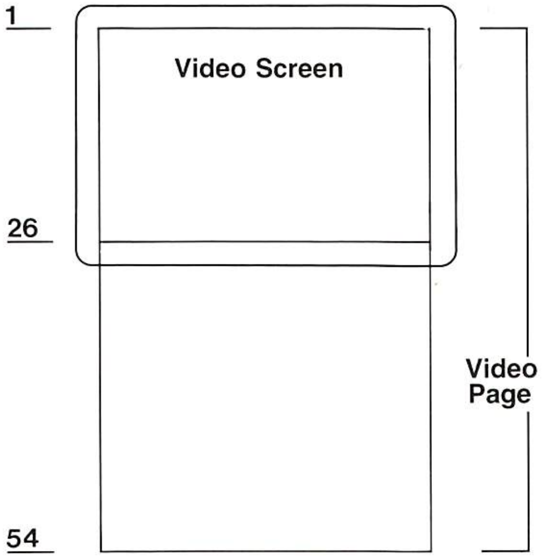
The selected setting appears in the printer page part of the control line — for example, 66·0.

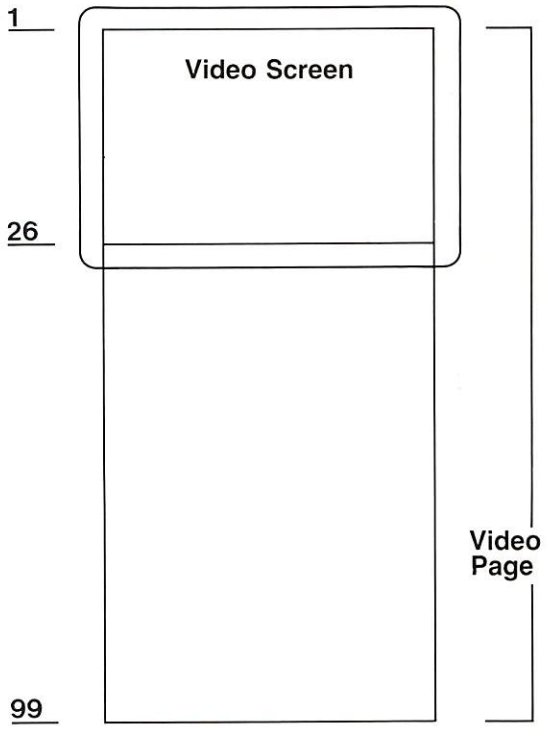
Practice: ***Setting the Printer Page Size***

1. *What is the printer page setting for 14" paper? Your answer should be 84.*
2. *Set the printer page at 84.*
3. *Set the printer page back to 66.*

Vertical Dimension

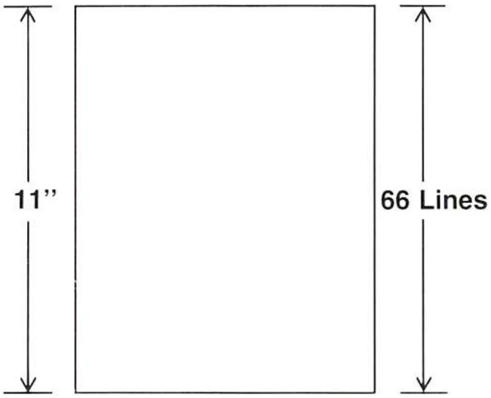
The vertical dimension setting determines the number of lines available on the video page. It is automatically set at 54 after start-up but you can reset it at any value you wish, up to a maximum of 99.



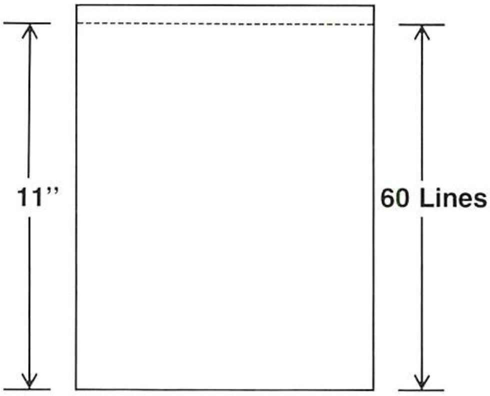


The vertical dimension setting ensures that the proper number of lines are printed out on the sheet of paper you are using in the printer.

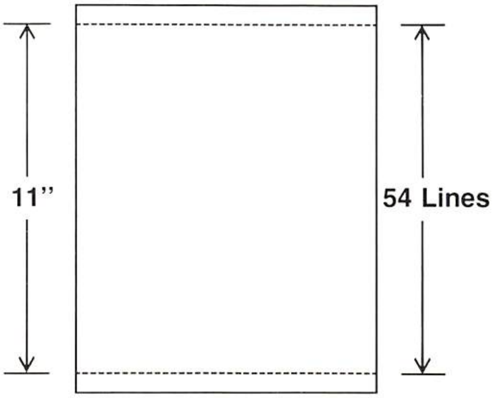
A sheet of paper will hold a certain number of single-spaced lines. Since there are 6 lines per inch, an 11-inch sheet of paper will hold 66 lines from top to bottom:



With a 1-inch margin at the top, the total number of lines is reduced to 60 (remember, there are 6 lines per inch):



With a 1-inch margin at the bottom, the total number of lines is reduced to 54:



Side-By-Side Format

The side-by-side format can be used for newsletters, manuals or bilingual presentations.

An Example of Side-by-Side Format

CODING AND MECHANIZATION	LE CODAGE ET LA MECANISATION
Canada's Postal code is the first step in mechanizing the sorting of your mail. Mechanization will enable the Post Office to sort your mail more quickly and more efficiently.	Le code postal canadien constitue le première étape de la mécanisation du tri du courrier. Grâce à ce système, les Postes peuvent trier le courrier plus rapidement et plus efficacement.
Almost every industrialized country is now sorting its mail by machine. The reason is that populations are increasing, more and more people are living in cities, and mail volumes are continuing to grow. The older, hand sorting methods are no longer adequate. If people are to have fast, inexpensive postal service, then the machine and the computer must take over some of the mail sorting tasks - particularly in the larger, busier centres.	Le plupart des pays industrialisés trient maintenant leur courrier à la machine, en raison de l'accroissement de leur population, de l'urbanisation et de l'augmentation du volume du courrier. Les méthodes manuelles de tri sond devenues désuètes. Pour que la population puisse bénéficier d'un service postal rapide et économique, il faut confier à la machine et à l'ordinateur certaines étapes du tri du courrier, particulièrement dans les grandes villes et dans les centres les plus affairés.

How To Type Side-by-Side

1. ***Set left and right margins for the Left column.***
2. ***Keyboard the page as you normally would.***
3. ***Reset the right and left margins for the Right column leaving at least five character positions between the two columns.***
4. ***Keyboard the Right column as you normally would.***

Practice: *Typing Side-by-Side*

A. Left Side

1. *Set the vertical dimension to 54*
2. *Set the horizontal dimension to 96.*
3. *Set the left margin at 5 and the right margin at 45.*
4. *Set the character spacing at 5 and the line spacing at 8.*
5. *Type the left side of the page exactly as shown below.*

SENDER

This procedure allows the selection of the point-to-point configuration. When this configuration is chosen, no conversion tables are necessary. The communications link is established by dialing up the remote unit directly.

As in sending a page, the pages appear on the screen one after the other as they are sent. The name of the control line changes with each new page transmitted.

Operator of the sending station uses the data phone to dial the remote communicator or station and is answered either manually or automatically. When hearing the high-pitched tone, the sending operator pushes the DATA button and places the phone receiver back on the cradle.

B. Right Side

1. *Set the right margin at 90 and the left margin at 50.*

   Note: *The left margin cannot be set to the right of the right margin.*
2. *Type the right side of the page exactly as shown below.*
3. *Memorize this page as SBS. Check the file index and note that SBS is a Text separate from PLUS.*
4. *Print SBS from the file diskette.*

SENDER

This procedure allows the selection of the point-to-point configuration. When this configuration is chosen, no conversion tables are necessary. The communications link is established by dialing up the remote unit directly.

As in sending a page, the pages appear on the screen one after the other as they are sent. The name of the control line changes with each new page transmitted.

Operator of the sending station uses the data phone to dial the remote communicator or station and is answered either manually or automatically. When hearing the high-pitched tone, the sending operator pushes the DATA button and places the phone receiver back on the cradle.

RECEIVER

The operator verifies the reception and gives the appropriate instruction to memorize the page.

When the transmission starts, the receiving operator sees the text appearing on the screen, page after page. Each page is memorized automatically as it is completed on the screen. The page name changes on the control line as each new page is received.

When the mode is selected, all received data is automatically memorized (provided there is a disk in the system). As soon as the page is memorized, the video is cleared and the next page is received. All pages are stored in their appropriate places.

Numeric Mode

With the system in the numeric mode, you can type a column of numbers so that the decimal points or **terminators** are automatically aligned. You can select any other character or symbol as terminator, such as comma or percent sign. When you tab to the first tab setting and type, the cursor "stands still" and the numbers move to the left until you type in the terminator. Numbers are then entered in the normal way.

How To Use the Numeric Mode

1. Format Line

Set a tab for each alignment position making sure there is enough space between settings.

2. Command

?- + N

(Screen) N(umeric Mode)

3. Control Line

"N" replaces one of the dashes in the mode section of the control line.

4. Cursor

Tab to the first alignment position and type in the numbers. Once you type in the terminator, numbers are entered as usual. Depress the Return key after typing in the last entry of the line.

5. Command

When you have finished, cancel the numeric mode by repeating step 2. The "N" in the mode section of the control line will be replaced by a dash.

How To Set a Special Terminator

1. Command

?- + S + . + any Symbol or Character

(Screen) S(et) (Terminator)

2. Control Line

"SET TERM." followed by the symbol or character you have selected appears in the message section of the control line.

3. Command

Use the following command to reset the terminator to decimal point:

?- + S + . + .

(Screen) S(et) (Terminator) (Decimal Point)

Uppercase Mode

When the system is in the uppercase mode, letters a-z are entered as capitals while all other characters remain in lowercase. This lets you type capitals and numbers without shifting in and out of uppercase. You can still use the Shift key to type in uppercase symbols.

How To Set and Clear the Uppercase Mode

1. Command

?- + U

(Screen) U(ppercase Mode)

2. Control Line

A "U" replaces one of the dashes in the mode section of the control line.

3. Command

Repeat step 1 to clear the uppercase mode.

Practice: *Using the Numeric and Uppercase Modes*

1. Erase the video page.

2. Set the video format as follows:

left margin at 10
tabs at 35, 50 and 65
right margin at 75
vertical dimension at 30

3. Set the numeric mode.

4. Set the uppercase mode.

5. Set the percent sign (%) as terminator.

6. Type the following:

GAS	1.29%	12.0%	.005%
WATER	23.01%	.9%	12%
HYDRO	.0005%	1.7%	1.4%

7. Set the terminator back to decimal point.

8. Type the following on the same page:

JANUARY	2,394.00	123,456.78	45,678.90
FEBRUARY	100.75	25.46	1.73
MARCH	45,123.78	6,005.21	345.67

9. Memorize this page as STAT.

Section Summary

You should now be familiar with the following:

1. Word wraparound and when to use the Return key and connecting spaces

2. how to select a disk unit, memorize pages and end a Text

3. how to use the automatic underlining, numeric and uppercase modes

4. the printer unit and how to print out from the file and from the video page

5. the parts of the file index and how to display it

6. the resource condition section of the control line

7. side-by-side format

Go on to Section 4.

Section 4

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Making Revisions

Introduction

Assume that the pages you typed, memorized and printed out in Section 3 were sent to their author for corrections and changes, and that they are now back on your desk to be revised and updated. In this section, you will learn how to recall those pages from the file diskette; how to center, delete, insert, reformat, hyphenate and justify text; and how to update the originals with the revised versions.

Recalling

The file recall function lets you display a copy of a page memorized on the diskette. The system displays a copy of the page and the original remains on the diskette until you update it with a revised version.

How To Recall a Page

1. Command

⊶ + R + name + 🟩

(File) R(ecall) (Execute)

2. Control Line
If you make a mistake when typing in the page name, backspace with the Backspace key and type in the correct characters.

3. The numerical suffix if any, must also be typed in including the separator (period).

4. If the page you recalled is not on the file diskette, the message "NOT FOUND" will appear on the control line.

Practice: *Recalling a Page*

1. Recall the first page of the Text you memorized as PLUS.

2. The page called PLUS will appear on the video page.

Centering

The centering function automatically centers a selected amount of text between the left and right margins. You no longer have to count the number of characters in a line, divide by two and backspace from the center of your page. In one easy command the system takes care of all the calculations for you.

How To Center a Line

1. Cursor
Move the cursor to the line you want centered.

2. Command

?- + C + L + 🟩

(Screen) C(enter) L(ine) (Execute)

If you have to center more than a line, use:

P ***p(aragraph): from cursor position to first end-of-paragraph symbol (◀).***

R ***r(emainder): from cursor position to last line of video page.***

↓ *: to increase the amount line by line*

↑ *: to decrease the amount line by line*

You can also select several lines and paragraphs by repeatedly depressing the appropriate keys. For example, if you want to center two paragraphs and three lines, use the following command:

?- + C + P + P + L + L + L + 🟩

Note: ***All of these methods for selecting amounts of text apply to Screen functions where a line is the smallest amount that can be acted upon. The important thing to remember is to always position the cursor at the beginning of the amount.***

3. Video Page
The complete line appears in half-tone background; when you depress Execute, the line of text is automatically centered.

Practice: ***Centering a Line***

1. Center the title "INTRODUCTION" that is currently being displayed on the video.

Strikeovers

The strikeover is the simplest method of making a correction. Just move the cursor to the mis-typed character and strike over it with the correct one.

Practice: ***Strikeovers***

1. Make the following changes to PLUS using the strikeover feature.

era

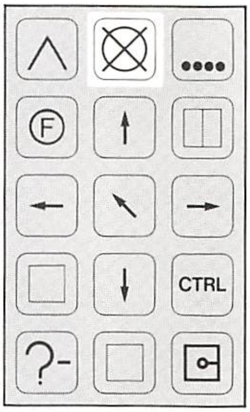
INTRODUCTION

The AES Plus Text Editor is a complete system for the preparation, storage and quality presentation of your typewritten documents. The AES Plus combines the best of
X the electronics ~~age~~ with your skills to produce letter-perfect text. For example, the AES Plus can help
X you in the following applications. e :

Letters
Forms "Fill-In"
Multiple Carbon Copies
Stencils
Bilingual Documents
Financial Statements
Statistical Reports
Manuals
Parts Lists
Form Letters

Deleting

The Delete Character command key "deletes" a character; that is, erases a character and simultaneously closes up the text.



Delete Character Command Key

How To Delete a Character

1. Cursor
Move the cursor with the directional cursor keys to the character you want to delete.

2. Command
Depress Delete/Character command key.

3. Video Page
The character is deleted and the remainder of the text automatically readjusts itself to fill in the space.

Practice: *Deleting a Character*

1. Make the character deletion shown below

INTRODUCTION

The AES Plus Text Editor is a complete system for the preparation, storage and quality presentation of your typewritten documents. The AES Plus combines the best of
X the electronics era with your skill~~s~~ to produce letter-perfect text. For example, the AES Plus can help youin the following applications:

Letters
Forms "Fill-In"
Multiple Carbon Copies
Stencils
Bilingual Documents
Financial Statements
Statistical Reports
Manuals
Parts Lists
Form Letters

Deleting a Word (and more)

The Delete/Character command key can also be used in conjunction with the Screen key to delete more than just a character. You can delete a word, line, paragraph or the remainder of the video page.

How To Delete a Word

1. Cursor
Move the cursor with the directional cursor keys to the first character of the word that requires deletion.

2. Command

?- + ⊗ + W + 🟩
(Screen) (Delete) W(ord) (Execute)

If you have to delete more than a word, use:

L *l(ine): from the cursor position to the right margin.*

P *p(aragraph): from the cursor position to the first end-of-paragraph symbol (◀).*

R *r(emainder): from the cursor position to the last line of the video page.*

→ *: to increase the amount character by character.*

↓ *: to increase the amount line by line.*

← *: to decrease the amount character by character.*

↑ *: to decrease the amount line by line.*

You can also select several words, lines and paragraphs by repeatedly depressing the appropriate keys. For example, if you want to delete one paragraph, a line and two additional words, use the following command:

?- + ⊗ + P + L W + W + 🟩

Note: ***All of these methods for selecting amounts of text apply to SCREEN functions where a character or word is the smallest amount that can be acted upon. The important thing to remember is to always position the cursor at the beginning of the amount.***

3. Video Page
The word to be deleted appears in half-tone background indicating that this is what will be deleted when the command is executed.

Practice: ***Deleting a Word***

1. Delete the word indicated from the copy below.

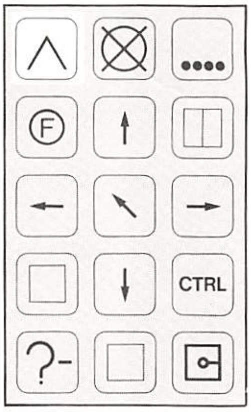
INTRODUCTION

The AES Plus Text Editor is a complete system for the preparation, storage and quality presentation of your ~~typewritten~~ documents. The AES Plus combines the best of the electronics era with your skill to produce letter-perfect text. For example, the AES Plus can help you in the following applications:

Letters
Forms "Fill-In"
Multiple Carbon Copies
Stencils
Bilingual Documents
Financial Statements
Statistical Reports
Manuals
Parts Lists
Form Letters

Inserting

The Insert command key lets you insert characters, words, lines or even whole paragraphs in the middle of existing text. As you will soon see, this function is very easy and much faster than the conventional way of doing an insert: retyping the complete page.



Insert Command Key

How To Insert

1. Cursor
Move the cursor to the character position where the material is to be inserted.

2. Video Page
Ensure the vertical dimension is set so that you have at least two blank lines at the bottom of the video page.

3. Command
Depress the Insert command key.

4. Video Page
The text drops down one line from the cursor position.
Type in the additional information — character, word, line, paragraph, etc. If you make a typographical error, use the Backspace key and strikeover.

5. *Depress the Cancel command key when you have typed in the additional information. The text will close up.*

Notes: ***1. If there is not enough room on the video page when you insert, "ERROR" appears in the message section of the control line. To correct this, reset the vertical dimension so that the video page can accommodate the text you wish to insert.***

2. You can make a new paragraph by inserting an end-of-paragraph symbol (◀) and then cancelling the insert mode.

Practice: *Inserting*

1. Make the insertion shown below.

Note: *If you forget to space after a word, simply depress the Insert key and the Spacebar, and then cancel the insert.*

INTRODUCTION

✓ The AES Plus Text Editor is a complete system for the preparation, storage and quality presentation of your documents. The AES Plus combines the best of the electronics era with your skill to produce letter-perfect text. For example, the AES Plus can help you in the following applications:

typing

- Letters
- Forms "Fill-In"
- Multiple Carbon Copies
- Stencils
- Bilingual Documents
- Financial Statements
- Statistical Reports
- Manuals
- Parts Lists
- Form Letters

Reformatting

The reformat function automatically rearranges a selected amount of text so that it conforms to either a new left margin or a new right margin. If the text is made wider, it occupies fewer lines; if narrower, it occupies more lines. Thus, if you are reformatting to narrower margins, ensure that the vertical dimension setting will accommodate the extra lines.

How To Reformat

1. Cursor
Move the cursor to the position where you would like a new margin. Do not reset the margin.

2. Command

[?-] + [R] + [L] or [R] + amount + [🟩]

(Screen) R(eformat) L(eft) R(ight) (Execute)

You may use any of the following keys singly or in combination to specify the amount:

[L] = ***l(ine)***

[P] = ***p(aragraph)***

[R] = ***r(emainder)***

[↓] = ***(increase)***

[↑] = ***(decrease)***

3. Video Page
The typed text adjusts to the new margin.

4. Format
When the reformat function is completed, reset the margin marker at the new margin.

Note: ***When text is made wider, the margin markers are reset automatically.***

Practice: *Reformatting*

Reformat PLUS as follows:

1. *Move the cursor to character position 76.*
2. *Reformat the right margin and note how the right margin marker is reset automatically.*
3. *Reformat the left margin at character position 15 and reset the left margin marker accordingly. You must also re-center the title.*

Hyphenating

Automatic hyphenation lets you hyphenate words between the end of one line and the beginning of the next. Instead of hyphenating words as you type, you can now do it automatically after the whole page is typed.

How To Hyphenate

1. Cursor
Move the cursor to any character position on the first line.

2. Command

CTRL + ⇦

3. Video Page
The cursor automatically goes to the first word that can be hyphenated, and indicates the number of characters that will fit on the line above by displaying them in half-tone.

4. Command
Depress one or more of the following as required:

← decreases half-tone area until an acceptable breaking point is reached

→ restores half-tone area character by character

CTRL + ⇦ moves the characters in half-tone to the line above automatically affixed with a hyphen; the cursor then automatically goes to the next word that can be hyphenated

🟩 same as above but the hyphenate mode is automatically cancelled

↓ moves the cursor to the next word that can be hyphenated; or if there are none left, to the bottom of the video page

🟥 cancels the hyphenate mode at any time

Note: ***If you want to reunite the hyphenated word, move the cursor to the first letter, depress the Insert key and then cancel.***

Practice: *Hyphenating*

1. Use the automatic hyphenation function to hyphenate any words in PLUS that can be split between two lines.

Justifying

The justify function tells the printer to increase the space between words so that the selected amount of text is printed out with an even right margin. However, the right margin on the video page remains "ragged" while the system places justify symbols outside the left margin. Since these symbols appear on the video, it is important to leave enough room for them. The justify symbols are not printed out.

Justification is most often used when preparing manuals and reports to provide a quality appearance on print out.

How To Justify

1. Format
Ensure that there are at least four spaces to the left of the left margin.

2. Cursor
Move the cursor to the first line of the text to be justified.

3. Command

?- + J + amount + 🟩

(Screen) J(ustify) (Execute)

You may use any of the following keys singly or in combination to specify the amount:

L = ***l(ine)***

P = ***p(aragraph)***

R = ***r(emainder)***

↓ = ***(increase)***

↑ = ***(decrease)***

4. Video Page
The selected amount of text is displayed in half-tone background to indicate what will be justified. Justify symbols are placed in the left margin of the page when you depress the Execute key.

Practice: ***Justifying***

1. Move the cursor to the beginning of the first paragraph of Plus and justify it.

Revising a Justified Page

If it is necessary to revise justified text, you must first erase the justify symbols.

How To Erase Justify Symbols

1. Cursor
Move the cursor to the beginning of the justified text.

2. Command

?- + J + E + amount + 🟩

(Screen) J(ustify) E(rase) (Execute)

Select the amount as for the justify function.

3. Video Page
The justify symbols are erased from the left margin of the selected amount.

Practice: ***Erasing Justify Symbols***

Erase the symbols from the first paragraph of PLUS and rejustify it. The same symbols should reappear.

Updating

You have made significant changes to the page PLUS. However, remember that this page is only a copy and that the original page is still on the diskette, unchanged. Therefore, the next step is to update the diskette version of PLUS with what is now on the video page. The AES Plus makes it very easy by updating the last recalled or memorized page. You will not even have to tell the system what page you are working on — it will tell you!

How To Update a Page

1. Command

⊡ + U + 🟩 + 🟩

(File) U(pdate) (Execute) (Execute)

The second Execute is a safeguard built in so that you do not update the wrong page. If the name appearing on the control line after the first Execute is not the page you thought you were working with, then you can cancel the instruction and memorize it under its proper name.

2. Control Line
"UPDATE" followed by the name of the page just recalled or memorized appears in the message section of the control line.

Note: ***You can also update a page by memorizing it under its current name. When you depress the Execute key, UPDATE will appear on the control line. If you really want to update the page, depress Execute again.***

Practice: *Updating*

1. *Update the page that is currently on the video.*
2. *Your control line should display "UPDATE PLUS".*
3. *Print PLUS from the diskette, and note that the right margin is straight and that the justify symbols are not printed out.*

Recalling the Next Page of a Text

Recalling the next page of a Text is very simple. You don't even have to tell the system its name.

How To Recall the Next Page of a Text

1. Command

⊡ + 🟩

(File) (Execute)

2. Control Line
"RECALL" followed by the name of the next page of the Text appears in the message section.

3. Video Page
The next page of the Text appears on the video page.

Erase Underlining

The erase underline function lets you erase just the underlining from a selected amount of text.

How to Erase Underlining

1. Cursor
Move the cursor to the first line of underlining you want erased.

2. Command

?- + E + ‾_ + amount + 🟩

(Screen) E(rase) (Underline) (Execute)

You may use any of the following keys singly or in combination to specify the amount:

W = ***w(ord)***

L = ***l(ine)***

P = ***p(aragraph)***

R = ***r(emainder)***

→ ***or*** ↓ = ***(increase)***

← ***or*** ↑ = ***(decrease)***

3. Video Page
The selected amount of text is displayed in half-tone background; the underlining is removed when you depress Execute.

Practice: *Recall and Erase Underlining*

1. *Recall a copy of PLUS.1 from the file diskette.*
2. *Erase the underlining from the paragraph but leave the title underlined.*
3. *Center the title and make the changes as shown below.*
4. *Reformat the left margin to 15 and the right margin to 76.*
5. *Hyphenate where possible, justify the paragraph and update the original.*

THE VIDEO SCREEN

en

✓✗ Typed text is displayed in large, clea~~r~~ characters on ~~a~~
✓ ~~non-reflective CRT (like a TV screen) which is called~~ the
×✗ video screen. The video screen frees you from the mechanics
of paperwork and gives you the peace of mind that comes with
knowing that the text need not be committed to paper before
it is perfect.

AES Plus frustrating

See how easy it is! You have already completed the revisions to two pages of the Text "PLUS". You are now ready to go on to the last page of the Text. Using the same command that was used to recall the second page of PLUS (File + Execute), recall PLUS.2.

Deleting an Indent

The delete indent function removes all indent tab spaces (•.) from the selected amount, and automatically moves the text to the left margin. Words are wrapped around to fill in the gaps and, in most cases, there are fewer lines of text.

How To Delete an Indent

1. Cursor
Move the cursor to any character position on the first line of the amount of text from which the indent tab spaces are to be deleted.

2. Command

?- + ⊗ + I + amount + 🟩

(Screen) (Delete) I(ndent) (Execute)

You may use any of the following keys singly or in combination to specify the amount:

L = ***l(ine)***

P = ***p(aragraph)***

R = ***r(emainder)***

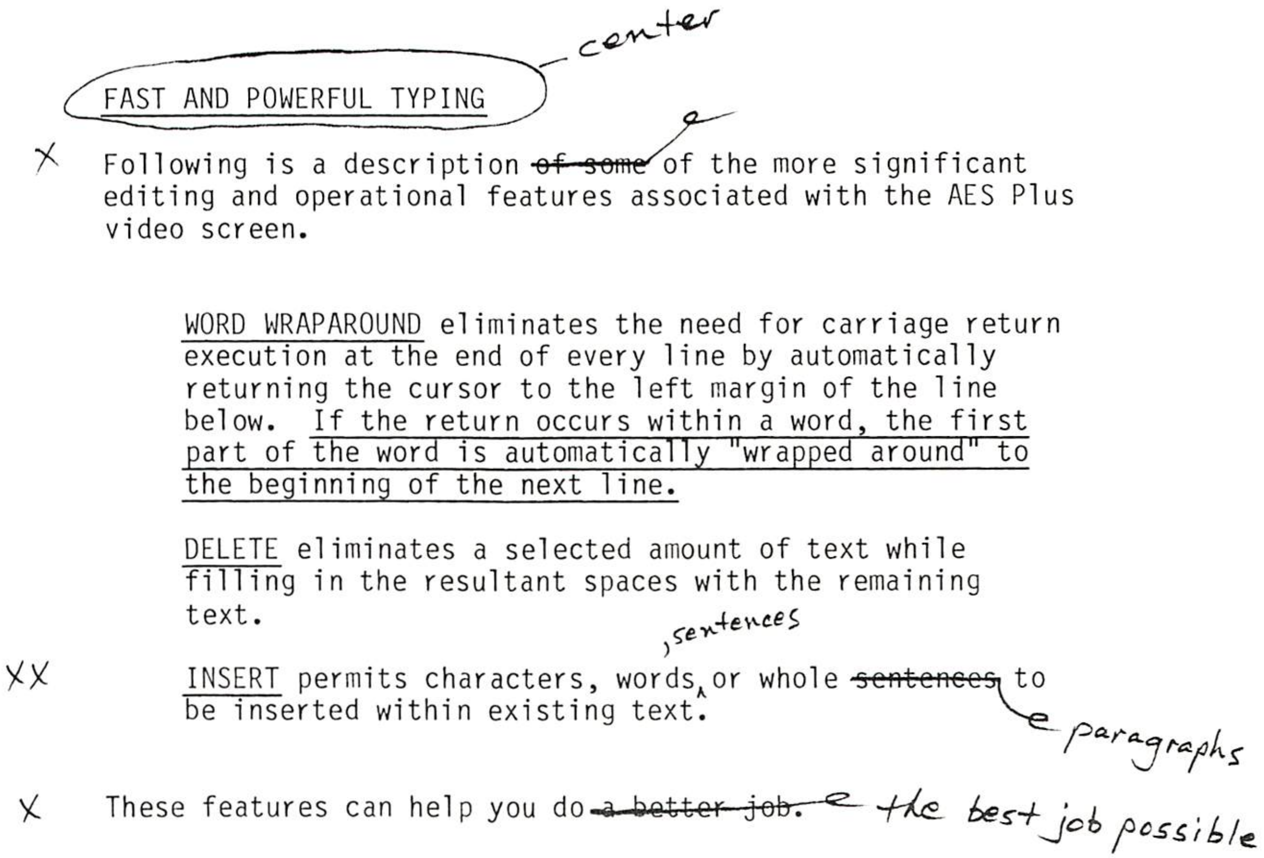
↓ = ***(increase)***

↑ = ***(decrease)***

3. Video Page
The amount selected is displayed in half-tone. When you depress Execute, the indented material moves to the left margin setting.

Practice: *Delete Indent, Deleting, Inserting, Etc.*

1. *Move the cursor to the first line of the indented paragraphs and delete the indent tab spaces.*
2. *Erase all underlining except for the title.*
3. *Make the deletions and insertions shown below.*
4. *Reformat the left margin at 15 and the right margin at 76.*
5. *Hyphenate words where possible and then justify the page.*
6. *Update PLUS.2.*



center

FAST AND POWERFUL TYPING

X Following is a description ~~of some~~ of the more significant editing and operational features associated with the AES Plus video screen.

WORD WRAPAROUND eliminates the need for carriage return execution at the end of every line by automatically returning the cursor to the left margin of the line below. If the return occurs within a word, the first part of the word is automatically "wrapped around" to the beginning of the next line.

DELETE eliminates a selected amount of text while filling in the resultant spaces with the remaining text.

XX INSERT permits characters, words, sentences, or whole ~~sentences~~ paragraphs to be inserted within existing text.

X These features can help you do ~~a better job.~~ the best job possible

Moving Text

With the move function, you can move a selected amount of text to a different location on the video page. Other text on the video page is automatically displaced as you move the amount to its new position.

How to Move Text

1. Cursor
Position the cursor anywhere on the first line of the text you want to move.

2. Command

?- + M + amount + 🟩 + direction + 🟥

(Screen) M(ove) (Execute) (Cancel)

You may use any of the following keys singly or in combination to specify the amount:

L = ***l(ine)***

P = ***p(aragraph)***

R = ***r(emainder)***

↓ = ***(increase)***

↑ = ***(decrease)***

3. Video Page
The amount selected is displayed in half-tone background. Depressing Execute "freezes" the amount you want to move.

4. Command
Use the directional cursor keys to move the amount to its new position. Depress the Cancel key to cancel the function and set the amount in its new position.

Note: ***When moving text to the right or left on the video page, the margin markers also move. You may want to reset the margins when the move is completed.***

Practice: ***Moving Text***

1. Recall SBS from the file diskette.

2. Move the paragraphs as shown below - . When moving a paragraph, include the blank line following and reset the margins so as to include only that paragraph.

3. Center the title of each column. Remember to reset the margins.

4. Reset the left and right margins to 5 and 90 and move the whole body of text (using Remainder) down 3 lines and add the title as shown. Justify each column and update.

COMMUNICATIONS INSTRUCTIONS

SENDER - center

This procedure allows the selection of the point-to-point configuration. When this configuration is chosen, no conversion tables are necessary. The communications link is established by dialing up the remote unit directly.

As in sending a page, the pages appear on the screen one after the other as they are sent. The name of the control line changes with each new page transmitted.

Operator of the sending station uses the data phone to dial the remote communicator or station and is answered either manually or automatically. When hearing the high-pitched tone, the sending operator pushes the DATA button and places the phone receiver back on the cradle.

RECEIVER - center

The operator verifies the reception and gives the appropriate instruction to memorize the page.

When the transmission starts, the receiving operator sees the text appearing on the screen, page after page. Each page is memorized automatically as it is completed on the screen. The page name changes on the control line as each new page is received.

When the mode is selected, all received data is automatically memorized (provided there is a disk in the system). As soon as the page is memorized, the video is cleared and the next page is received. All pages are stored in their appropriate places.

You have seen how important it is to have the margins set properly when moving text in side-by-side format. It is just as important when you are deleting, inserting and performing other editing functions within one side or the other.

Paragraph Alignment

Aligning paragraphs is most often done for bilingual side-by-side presentations where there is a corresponding translation.

How To Align Paragraphs

1. Format
Set margins around the column that you are working on.

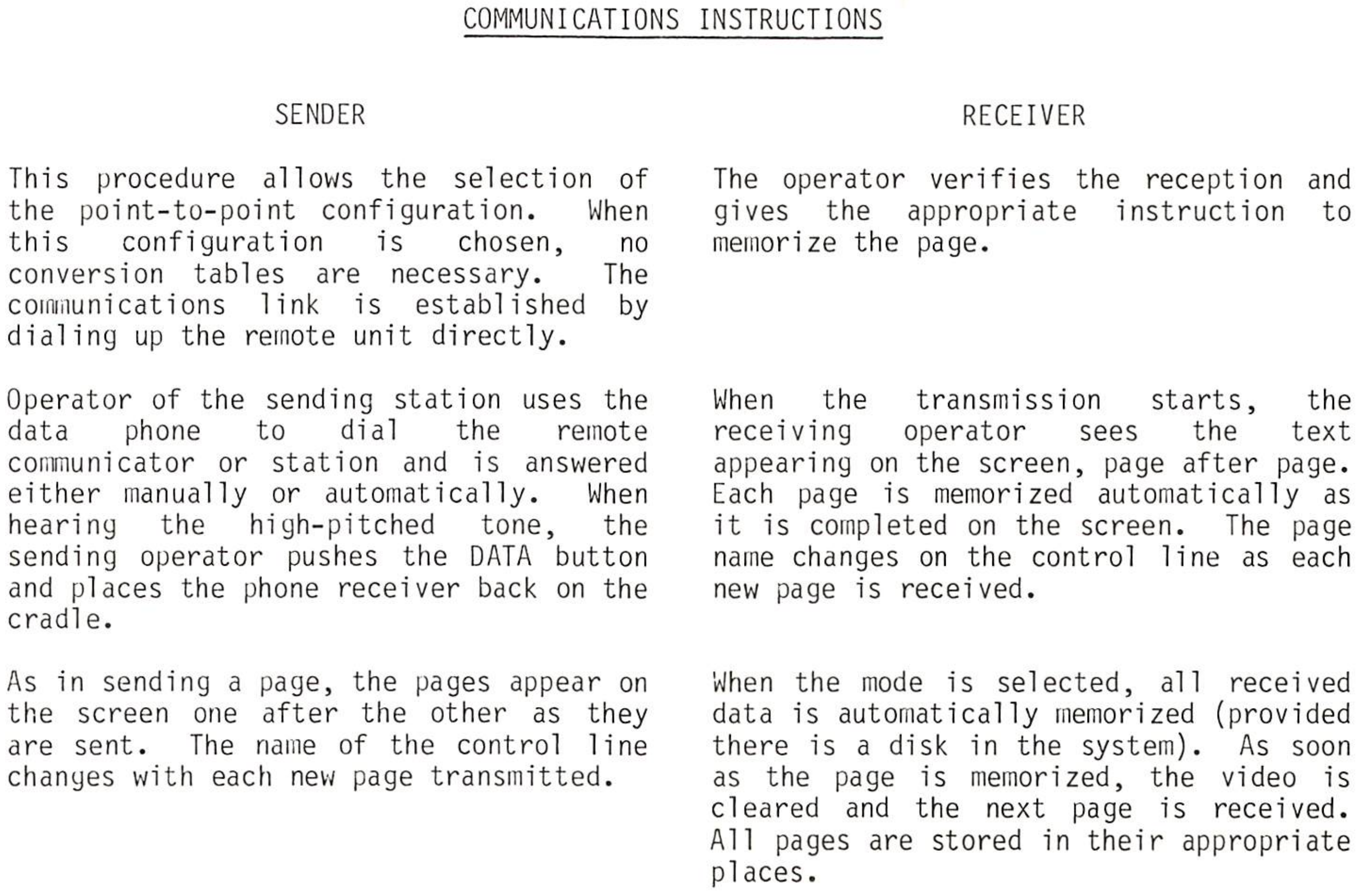
2. Cursor
Position the cursor on the first line of the paragraph to be aligned.

3. Command
Hold the Control key down and depress the Insert key until the paragraph is aligned with its corresponding paragraph. Note that an end-of-paragraph symbol (◄) is left each time you depress the Insert key.

4. Video Page
Text drops down one line each time you depress the Insert key. Similarly, if there are too many blank lines, hold down the Control key and depress the Delete/Character key for each line you want to delete; but be careful since you may destroy text.

Practice: ***Paragraph Alignment***

1. *Set the margins around the right column of SBS*
2. *Align the second and third paragraphs of the right column with the second and third paragraphs of the left column.*
3. *Update SBS. It should now look as shown below.*



COMMUNICATIONS INSTRUCTIONS

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As in sending a page, the pages appear on the screen one after the other as they are sent. The name of the control line changes with each new page transmitted.	When the mode is selected, all received data is automatically memorized (provided there is a disk in the system). As soon as the page is memorized, the video is cleared and the next page is received. All pages are stored in their appropriate places.

Tab-To-Block

The tab-to-block function lets you recall a standard letter from the file diskette and insert variable information (such as dates, addresses, amounts owed, etc.) at predetermined points. Just give a simple command and the cursor goes to the first predetermined point (called a "block"); the system then automatically enters the insert mode. Type in the information and go to the next "block", etc. With the tab-to-block function you need prepare only one basic letter that can easily become thousands of individual, personalized letters.

How To Prepare a Standard Letter for Tab-to-Block

1. **Type the standard letter using a block symbol to indicate the location of each variable. Type in each block symbol (▯) by holding down the Control command key and depressing the "B" key.**

   If you do not want the system to enter the insert mode when the cursor reaches the variable location, type in a no-insert block symbol (▯̲) by holding down the Control command key and depressing the "I" key. The no-insert block symbol is very useful when you are filling in a standard form which might be "scrambled" if the system entered the insert mode.

2. **Once you have prepared the standard letter, memorize it on the file diskette.**

   If you want the system to automatically enter the numeric mode when the cursor reaches the variable location, type in a numeric block symbol (■▯) by holding down the Control command key and depressing "H" then "B". The numeric block symbol is useful when you are working with financial statements, ledger sheets, etc.

Practice: *Preparing a Standard Letter for Tab-to-Block*

1. *Set the video format as follows:*
   - *— left margin at 15*
   - *— right margin at 70*
   - *— character spacing at 6 (10 pitch)*
   - *— single line spacing*
   - *— vertical and horizontal dimensions for 8 1/2 x 11 paper with 1 1/2" margins at top and bottom, and 1" left and right margins.*

2. *Type the following letter including block symbols and memorize it as OVERDUE.*

August 10, 1978

◘

Dear ◘:

A check of our records shows that as of ◘, your account was outstanding in the amount of $◘.

As we have sent you numerous notices already, serious action will be taken if we do not receive your remittance within the next eight days.

Your prompt attention to this matter will be greatly appreciated.

Sincerely,

ACME FURNITURE LIMITED

Rodney F. Smith
ACCOUNTANT

How To Use the Tab-to-Block Function

1. Video Page
Recall the standard letter or form prepared with block symbols.

2. Cursor
Move the cursor to the home position.

3. Command

?- + TAB
(Screen)

4. Video Page
The cursor moves to the first block symbol and the system enters the insert mode. Type in the first variable.

Note: ***A no-insert block symbol (◘) precludes an insertion.***

5. Command
Repeat steps 3 and 4 until all variables are entered, then cancel the mode.

Practice: ***Using the Tab-to-Block Function***

1. *Recall OVERDUE from the file diskette and prepare a letter to Mr. Jones with the variables listed below. Memorize the final product as JONES.*
2. *Repeat step 1 for Miss Rogers while printing out the letter to Mr. Jones from the file diskette.*

3. Repeat step 1 for Mrs. Simpson while printing out the letter to Miss Rogers from the file diskette.

Mr. P. D. Jones,
45 Main Street,
Sydney, Nova Scotia
M2J 5H4
Mr. Jones
March 25, 1977
599.72

Miss C. A. Rogers
4096 Second Avenue West,
Calgary, Alberta
L8Y 6M2
Miss Rogers.
June 30, 1977
156.00

Mrs. W.G. Simpson,
1291 Kingston Road,
West Hill, Ontario
M2H 2Z8
Mrs. Simpson
September 15, 1977
1,987.65

Section Summary

You should now be familiar with the following:

1. *recalling pages from the file*
2. *centering, deleting, inserting, reformatting, justifying, moving and aligning different amounts of text*
3. *hyphenating, erasing justify symbols and underlining, and updating*
4. *tab-to-block function, and the three available block symbols and their uses.*

Go on to Section 5.

Section 5

Contents

Introduction 5-1
File Duplicate 5-1
File Name 5-2
File Insert 5-2
File Delete 5-2
File Assemble 5-5

Introduction

In this section, you will learn how to use file functions that let you:

- **duplicate the contents of one file diskette onto another**
- **rearrange pages already memorized**
- **rename a memorized page or Text**
- **delete a memorized page or Text**
- **delete everything on a file diskette**
- **assemble standard paragraphs or columns on the video page**

File Duplicate

With the file duplicate function you can duplicate a page, Text or the entire contents of one diskette onto another diskette. This lets you make copies of material for safekeeping or distribution.

How To Duplicate a Page or Text

1. Disk Unit
Insert the diskette you want to duplicate in the primary disk unit, and the diskette you want to receive the material in the alternate unit.

2. Command

⊡ + D + P or T + name + 🟩

(File) D(uplicate) P(age) T(ext) (Execute)

Note: ***Remember that you must never open a disk unit door when the In-Use Indicator is lit. This could destroy the contents of the diskette.***

3. Control Line
The material has been duplicated when "OK" reappears in the status section.

How To Duplicate an Entire Diskette

1. Disk Unit
Same as for page or Text.

2. Command

⊡ + D + D + 🟩

(File) D(uplicate) D(iskette) (Execute)

3. Control Line
The material has been duplicated when "OK" reappears in the status section.

Practice: *Duplicating an Entire Diskette*

Duplicate the contents of the Training Diskette now in the Lower Disk Unit onto your file diskette which is in the Upper Disk Unit. Remember to first select the Lower Disk Unit as primary.

After the Training Diskette is duplicated, remove it from the Lower Disk Unit and select the Upper Disk Unit as primary.

Note: ***If you inadvertently lose a page or Text of practice material while working through the rest of the manual, simply duplicate what you need from the Training Diskette.***

File Name

Use the file name function when you want to give another name to a page or Text previously memorized on the file diskette. You can also give the file diskette a name different from the one assigned to it at the factory.

How To Name a Page, Text or Diskette

1. Command

⊡	+	N	+	P	or	T	or	D	+ old name + SPACEBAR + new name +	🟩
(File)		**Name**		**P(age)**		**T(ext)**		**D(iskette)**		**(Execute)**

2. Control Line
You will know that the name has been changed when "OK" reappears in the status section of the control line.

3. Video Page
Check the file index to make sure that the name was properly changed.

File Insert

The file insert function lets you insert a memorized page or Text after a specific page on the file diskette. By using this function, you can make one or more pages part of another Text.

How To Use the File Insert Function

1. Command

⊡	+	Λ	+	P	or	T	+ **Name of Page or Text to be Inserted** + SPACEBAR + **Name of Page to be Followed** +	🟩
(File)		**I(nsert)**		**P(age)**		**T(ext)**		**(Execute)**

2. Control Line
You will know that the page or Text has been inserted when "OK" reappears in the status section of the control line.

3. Video Page
Check the file index to make sure that the pages are in the proper sequence.

File Delete

The file delete function deletes a page or Text from the file diskette. You can also use this function to delete everything on the file diskette. Be sure of what you want to delete since the material cannot be retrieved.

How To Delete a Page, Text or an Entire Diskette

1. Command

⊡	+	⊗	+	P	or	T	or	D	+ name +	🟩
(File)		**Delete**		**P(age)**		**T(ext)**		**D(iskette)**		**(Execute)**

2. Control Line
You will know that the material has been deleted when "OK" reappears in the status section of the control line.

3. Video Page
Check the file index.

Practice: ***Rearranging the File Index***

Display the file index. It should like this:

```
                           AES       15 SEGMENTS AVAILABLE

A    1              JONES                PRACTICE
                                         PRACTICE.1
B  ]                MAILER               PRACTICE.2
B.1] 2                                   PRACTICE.3
B.2]                OVERDUE              PRACTICE.4
                                         PRACTICE.5
D.5] 3              P                    PRACTICE.6
D.6]                P.1                  PRACTICE.7
                    P.2
F.1         ]       P.3                  REPORT
F.2         ]       P.4
            ]       P.5                  ROGERS
F.3  4      ]  6    P.6
            ]       P.7                  SBS
F.7] 5      ]       P.8
F.8]        ]                            SIDE.1
                    PARAGRAPHS           SIDE.2
G  ]
G.1] 7              PLUS                 SIMPSON
H  ]                PLUS.1
H.1]                PLUS.2               STAT
```

Note: *Pages A-H are blank and are included only for file management practice.*

The large numbers correspond to the following changes you are to make:

1. *Use the file name function to change the name of this page to "1". Note that you could have also used "T" for Text since this page is also a Text.*
2. *Use the file name function to change the name of this Text to "C". Note that all the pages of this Text are given the name "C" but that the numerical suffixes remain the same.*
3. *Use the file name function to change the name of Text "D.5" to "E". Note that all the pages of this Text are given the name "E" and that the numerical suffixes are renumbered so as to begin with a blank.*
4. *Use the file insert function to insert page "F.3" after page "F.2".*
5. *Use the file insert function to insert Text "F.7" after page "F.3".*
6. *Use the file name function to change the numerical suffixes of Text "F.1" so as to begin with a blank.*
7. *Use the file end-of-Text function to declare page "G.1" as an end-of-Text and thus form a new Text named "H".*
8. *The first part of the file index should now look as shown below. Use the file delete function to delete the pages and Texts indicated.*

```
                        AES        15 SEGMENTS AVAILABLE

1                ~~JONES~~               PRACTICE
                                         PRACTICE.1
C                MAILER        delete    PRACTICE.2
C.1                                      PRACTICE.3
C.2              ~~OVERDUE~~             PRACTICE.4
                                         PRACTICE.5
E                P                       PRACTICE.6
E.1              P.1                     PRACTICE.7
                 P.2
F                P.3                     REPORT
F.1              P.4
F.2   delete     P.5                     ~~ROGERS~~
F.3              P.6
F.4              P.7                     ~~SBS~~
                 P.8
G                                        SIDE.1    delete
G.1              PARAGRAPHS              SIDE.2

H                PLUS                    ~~SIMPSON~~
H.1              PLUS.1
                 PLUS.2                  ~~STAT~~
```

9. *Having deleted the pages and texts, your file index should now look like this:*

```
                        AES        37 SEGMENTS AVAILABLE

MAILER           PRACTICE.3
                 PRACTICE.4
P                PRACTICE.5
P.1              PRACTICE.6
P.2              PRACTICE.7
P.3
P.4              REPORT
P.5
P.6              SIDE.1
P.7              SIDE.2
P.8

PARAGRAPHS

PLUS
PLUS.1
PLUS.2

PRACTICE
PRACTICE.1
PRACTICE.2
```

File Assemble

The file assemble function brings a page from the file diskette and adds it to the video page at the current position of the cursor. For example, if the cursor is at line 17 and character position 10, that is precisely where the assembled material will begin on the video page.

The file assemble function is useful when you have several standard paragraphs and want to use them to compose different letters. Just assemble the selected paragraphs on the video page in the correct sequence and you will have avoided needless retyping and proofreading. You can do the same thing with columns of text.

How To Assemble Standard Paragraphs

1. Format Line
Set up the format for the page that will receive the standard paragraphs.

2. Video Page
Type, proofread and memorize each paragraph under its own name. Then erase the video page and type the first part (date, salutation, etc.) of the letter or document.

3. Cursor
Move the cursor to character position 1 of the line on which the first paragraph will begin.

Note: ***Since the spaces to the left of the left margin are memorized with the paragraphs, the cursor must be at character position 1 when you assemble.***

4. Command

⊡ + A + name + 🟩

(File) **A(ssemble)** **(Execute)**

5. Video Page
The paragraph appears below and to the right of the cursor. Repeat steps 3 and 4 for each paragraph.

Practice: *Assembling Standard Paragraphs*

1. *Recall pages P to P.8 to see how they have been prepared for you.*
2. *Erase the video page and set the following format:*
   a. *Character spacing — 10 pitch*
   b. *Line spacing — single*
   c. *Set the vertical dimension for 8 1/2 x 11 paper with a 1-inch margin at the top and a 2-inch margin at the bottom.*
3. *Prepare a letter using today's date to:*
   Mr. A. R. Weston
   8765 York Street
   Cambridge, Ontario.
4. *Assemble the following paragraphs on the page, remembering to keep the cursor at character position 1.*

   P
   P.2
   P.5

P.6
P.8

5. *Memorize the final product as "WESTON".*

6. *Print out the letter from the file diskette.*

You can also assemble columns of text to create a "side-by-side" page. The important thing to remember is that the columns, when assembled, must fit both horizontally and vertically on the video page. Also, if you want to justify the text later, you must remember to leave 4 spaces to the left of each column. You may find it necessary to reformat the columns to the desired width before assembling them.

How To Assemble Columns

1. Video Page
Check the width of each memorized column to make sure the two will fit on the video page you are planning to use. If not, reformat the columns accordingly before proceeding.

2.
Erase the video page and set the vertical and horizontal dimensions as required for final printout.

3. Cursor
Move the cursor to the point at which the left column is to begin.

4. Command

⊡ + A + name + 🟩

(File) **A(ssemble)** **(Execute)**

5.
Repeat steps 3 and 4 for the right column.

Practice: *Assembling Columns*

1. *Recall SIDE.1.*

2. *Move the cursor to character position 43, line 1.*

3. *Assemble SIDE.2 to the video page and align paragraphs as necessary.*

4. *Memorize the final product as BOTH.*

BOTH should look like this:

CODING AND MECHANIZATION

Canada's Postal Code is the first step in mechanizing the sorting of your mail. Mechanization will enable the Post Office to sort mail more quickly and more efficiently.

Almost every industrialized country is now sorting its mail by machine. The reason is that populations are increasing, more and more people are living in cities, and mail volumes are continuing to grow. The older, hand sorting methods are no longer adequate. If people are to have fast, inexpensive postal service, then the machine and the computer must take over some of the mail sorting tasks - particularly in the larger, busier centers.

But machines cannot operate on their own. They need instructions. The postal code serves as a kind of instruction to the sorting machines. Using these instructions, the machines sort letters into a great many more divisions and at a much higher speed than any manual method could possible do.This means less handling,faster sorting and lower sorting costs for each letter.

LE CODAGE ET LA MECANISATION

Le code postal canadien constitue la premiere etape de la mecanisation du teri du courrier. Grace a ce systeme, les postes peuvent trier le courruer plus rapidement et plus efficacement

La plupart des pays industrialises trient maintenant leur courrier a la machine raison de l'accroissement de leur population, de l'urbanisation et de l'augmentationdu volume du courrier. Les methodes manuelles de tri sont devenues desuetes. Pour que la population puisse beneficier d'un service postal rapide et economique, il faut confier a la machine et a l'ordinateur certaines etapes du tri du courrier, particulierement dans les grandes villes et dans les centres les plus affaires.

Mais pour fonctionner, les machines ont besion d'instructions. C'est le code postal qui les leur donne. Grace au code, les machines peuvent trier les lettres avec beaucoup plus de precision et beaucoup plus rapidement que nous permettent les methodes manuelles. Cette nouvelle methode simplifie le traitement des lettres et en diminue le cout.

Section Summary

You should now be familiar with the following:

1. *duplicating the contents of one file diskette onto another*
2. *rearranging pages already memorized*
3. *renaming a memorized page or Text*
4. *deleting material from a file diskette*
5. *assembling paragraphs or columns on the video page*

Be sure to ask questions if something is not clear to you.

Go on to Section 6.

Section 6

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Special Printer Functions

Introduction

In this section you will learn how to make the printer do special things that will not only save you time, but enhance the appearance of your final printout.

Embedded Printer Commands

Embedded printer commands are special symbols that you place in the body of the text. They instruct the printer to do such things as change the line spacing for a particular paragraph, make the next character a subscript or superscript, or even not to print out a note to yourself or other operators.

How To Type in Embedded Printer Commands

Most embedded printer commands are typed in by holding down the Control command key and depressing the "X" key which produces a "≡". You then type in the specific command.

The specific command must be underlined if it is placed outside the body of the text. If it is not, the spacing within the body of the text will be adversely affected at printout. However, the specific command must not be underlined if the command is placed within the body of the text. If it is, extra spaces will appear in the text at printout.

The embedded printer commands, with examples, are listed below.

Character Spacing

≡nh	Change character spacing (pitch) to "n" horizontal increments where "n" is any number from 1 to 9.
≡h	Reset character spacing (pitch) to that specified on the control line.

Example:
On the video:

```
The quick brown fox jumped ≡9hover≡h the
lazy dog's back.


Using a lower character spacing value lets you
≡4hsqueeze≡h more words onto a page.
```

Printed out:

```
The quick brown fox jumped o v e r the lazy dog's back.


Using a lower character spacing value lets you
squeeze more words onto a page.
```

Line Spacing

≡nnv	Change line spacing to "nn" vertical increments where "nn" is any number from 1 to 99.
≡v	Reset line spacing to that specified on the control line.

Example
On the video:

```
    A tutor who tooted the flute
    Tried to tutor two tooters to toot.
    Said the two to the tutor,
    "Is it harder to toot or
    To tutor two tooters to toot?"

≡16vI sat next the Duchess at tea.
    It was just as I feared it would be:
    Her rumblings abdominal
    Were simply abominable,
    And everyone thought it was me.≡v

    There was a fair pair from Pointe Claire
    Whose hare had nary a hair.
    Dare the hare to the pair,
    "If the pair care to spare some fair hair,
    I'll declare that their bare is a hare."
```

Printed out:

```
A tutor who tooted the flute
Tried to tutor two tooters to toot.
Said the two to the tutor,
"Is it harder to toot or
To tutor two tooters to toot?"

I sat next the Duchess at tea.

It was just as I feared it would be:

Her rumblings abdominal

Were simply abominable,

And everyone thought it was me.

There was a fair pair from Pointe Claire
Whose hare had nary a hair.
Dare the hare to the pair
"If the pair care to spare some fair hair,
I'll declare that their bare is a hare."
```

Remember that a specific command must be underlined when it occurs outside the body of the text. For example, if the above command had not been underlined, the printout would have looked like this:

A tutor who tooted the flute
Tried to tutor two tooters to toot.
Said the two to the tutor,
"Is it harder to toot or
To tutor two tooters to toot?"

I sat next the Duchess at tea.

It was just as I feared it would be:

Her rumblings abdominal

Were simply abominable,

And everyone thought it was me.

There was a fair pair from Pointe Claire
Whose hare had nary a hair.
Dare the hare to the pair
"If the pair care to spare some fair hair,
I'll declare that their bare is a hare."

Up and Down

≡nnu	Start printing "nn" vertical increments above the current line where "nn" is any number from 1 to 99.
≡u	Start printing two vertical increments above the current line.
≡ nnd	Start printing "nn" vertical increments below the current line where "nn" is any number from 1 to 99.
≡d	Return to current line.

Example
On the video:

The quick brown fox jumped ≡4uover≡d the
lazy dog's back.

The quick brown fox jumped ≡uover≡d the
lazy dog's back.

The quick brown fox jumped ≡4dover≡d the
lazy dog's back.

Printed out:

The quick brown fox jumped $^{\text{over}}$ the lazy
dog's back.

The quick brown fox jumped $^{\text{over}}$ the lazy dog's
back.

The quick brown fox jumped $_{\text{over}}$ the lazy dog's
back.

Remember that a specific command must not be underlined when it occurs within the body of the text. For example, if the above commands had been underlined, the printout would have looked like this:

The quick brown fox jumped $^{\text{over}}$ the lazy dog's back.

The quick brown fox jumped $^{\text{over}}$ the lazy dog's back.

The quick brown fox jumped $_{\text{over}}$ the lazy dog's back.

Superscript and Subscript

≡y	Print the next character as a superscript (up two vertical increments).
≡Y	Print the next character as a superscript (up three vertical increments).
≡z	Print the next character as a subscript (down two vertical increments).
≡Z	Print the next character as a subscript (down three vertical increments).

Example:
On the video:

E≡zk≡zn + dE≡zk≡zm = [5m] (v≡y2 + (dv)v + 2(dv)≡y2)≡yx≡yy

Printed out:

$E_{kn} + dE_{km} = [5m]\ (v^{2} + 2(dv)v + (dv)^{2})^{xy}$

Stop Printing

≡s	Stop printing.

Note: *Use this command when you want to change the printwheel in the middle of a page. Depress the Stop/Continue command key and printing will continue.*

Example
On the video:

```
Now is the time ≡s for all good men to come to the
aid of the party.
```

Printed out:

```
Now is the time
```

Inhibit Printing

≡(Do not print the following characters.

≡) No longer inhibit printing.

Example
On the video:

```
The national sales meeting is only two weeks away.
Please see that your people are reminded.
≡(Note to typist:  Please give one copy to each
vice-president.≡)
```

Printed out:

```
The national sales meeting is only two weeks away.
Please see that your people are reminded.
```

Bold Type

≡b Print the following characters in bold type.

≡e Stop printing in bold type.

Example
On the video:

```
Your account is ≡boverdue≡e.  Please send us
your remittance as soon as possible, or let us know if
there is a reason why you can't.
```

Printed out:

`Your account is` **`overdue`**`.  Please send us your`
`remittance as soon as possible, or let us know if there`
`is a reason why you can't.`

Inhibit Line Feed

≡l Inhibit line feed.

Example
On the video:

```
((((((((((((((((((((((≡l
----------------------
```

Printed out:

~~((((((((((((((((((((((~~

Inhibit Return/Line Feed

≡r Inhibit carriage return and line feed.

Note: *This function is useful primarily when your system is equipped with a "wide track" printer, and you are using paper which is wider than the maximum horizontal dimension (254). You would then use this embedded command to "extend" the width of each line.*

Example
On the video:

```
123 456 789 234 345 567≡r
678
```

Printed out:

```
123 456 789 234 345 567 678
```

Top-of-Form

≡t The top-of-form embedded command tells the printer to return to the first line and character of the printed page and print the next characters. If there are no characters to be printed, the printer drops down to the second line of the page. Therefore, it is usually necessary to follow the top-of-form command with an inhibit line feed command so the printer will stop on the first line.

The top-of-form command is especially useful when you want to go back and print out special symbols on the current printed page; or when you are using combined sheet/envelope continuous paper; or when you want to print out separate pages side-by-side (an example of this is given in the paragraph on the indent command).

Indent

≡nni Indent (i.e., offset) "nn" character positions starting with the next line where "nn" is any number from 1 to 99.

≡i Return to current left margin starting with the next line.

The indent embedded command is especially useful when you want to print out separately memorized pages side-by-side. You may have memorized the pages separately because the settings on the control line are different for each, or because you have made extensive use of embedded commands in one that you don't want to affect the other.

Set the printer page for the first page at 1·0 and leave the first line blank. At the bottom of the text, type in a top-of-form command followed by an inhibit line feed command so the printer will stop at the appropriate line:

```
But machines cannot operate on
their own.  They need instructions.
The postal code serves as a kind of
instruction to the sorting ma-
chines.  Using these instructions,
the machines sort letters into a
great many more divisions and at a
much higher speed than any manual
method could possibly do.  This
means less handling, faster sorting
and lower sorting costs for each
letter.
≡t≡l
```

Set the printer page for the second page as you normally would. Instead of moving the text on the second page so that it will print out to the right of the first page, you can type in an indent embedded command with the number of spaces you want the text offset, followed by an inhibit line feed command so the printer will start printing at the appropriate line:

```
≡40i≡l
Mais pour fonctionner, les machines
ont besoin d'instructions.  C'est
le code postal qui les leur donne.
Grace au code, les machines peuvent
trier les lettres avec beaucoup
plus de precision et beaucoup plus
rapidement que nous permettent les
methodes manuelles.  Cette nouvelle
methode simplifie le traitement des
lettres et en diminue le cout.
```

The text will then look like this when you print it out:

```
But machines cannot operate on          Mais pour fonctionner, les machines
their own.  They need instructions.     ont besoin d'instructions.  C'est
The postal code serves as a kind of     le code postal qui les leur donne.
instruction to the sorting ma-          Grace au code, les machines peuvent
chines.  Using these instructions,      trier les lettres avec beaucoup
the machines sort letters into a        plus de precision et beaucoup plus
great many more divisions and at a      rapidement que nous permettent les
much higher speed than any manual       methodes manuelles.  Cette nouvelle
method could possibly do.  This         methode simplifie le traitement des
means less handling, faster sorting     lettres et en diminue le cout.
and lower sorting costs for each
letter.
```

Page Number

≡# Print the current page number; this is used in conjunction with the file print function. When this command is typed in at the top or bottom of each page of a Text, the system automatically numbers the pages starting with 1. You can also select a different starting page number (see page 6-20).

Note: *It is best to place this embedded command on a header or footnote page* (see page 6-17 for details).

Backspace Overwrite

The backspace overwrite embedded command is typed in by holding down the Control command key and depressing the "W" key. This produces a "≡" which tells the printer to backspace and overwrite with the next character.

Example
On the video:

```
A slashed zero (0≡/) can prevent confusion with the
letter "0".
```

Printed out:

```
A slashed zero (Ø) can prevent confusion with the letter
"0".
```

Practice: *Embedded Printer Commands*

1. *Recall REPORT*
2. *Using the inhibit printing commands, type in the message as shown below so that it will not be printed out.*
3. *Using the "u" and "d" embedded commands, type in double underlining so that it will print out as shown below.*
4. *Update REPORT*
5. *Print out REPORT from the file diskette*

"Update monthly S.V.P"

```
    123.90      345.87      521.56      600.50      754.37
  1,234.56    2,345.67    3,456.78    4,567.89    5,678.90
 12,345.67   23,456.78   34,567.89   45,678.90   56,789.01
123,456.78  234,567.89  345,678.90  456,789.01  567,890.12
      1.23        2.34        3.45        4.56        5.67
    987.65    8,765.43      765.43        4.50   34,567.00
     45.56      567.89        6.00    1,000.00    4,567.32
__________  __________  __________  __________  __________

==========  ==========  ==========  ==========  ==========
```

Practice: *Embedded Printer Commands and General Editing*

1. *Make the changes shown on the following pages to the Text PRACTICE which is on your diskette.*
2. *Update each page.*

CHAPTER XLII

center
bold type
character spacing at 9

About a week before he went back to school his father again sent for him into the dining-room, and told him that he should restore him his watch, but that he should deduct the sum he had paid for it - for he had thought it better to pay a few shillings rather than dispute the ownership ~~for~~ of the watch, seeing that Ernest had undoubtedly given it to Ellen - from his pocket-money, in payments which should extend over two half-years. He would therefore have to go back to Roughborough this half-year with only five shillings' pocket-money. If he wanted more he must earn more merit money.

Ernest was not so careful about money as a pattern boy should be. He did not say to himself, "Now I have got a sovereign which must last me fifteen weeks, therefore I may spend exactly one shilling and fourpence in each week" - and spend exactly one and fourpence in each week accordingly. He ran through his money at about the same rate as other boys did, being pretty well cleaned out a few days after he had got back to school. When he had no more money, he got a little into debt, and when as far in debt as he could see his way to repaying, he went without luxuries. Immediately he got any money he would pay his debts; if there was any over he would spend it; if there was not - and there seldom was - he would begin to go on tick again.

His finance was always based upon the supposition that he should go back to school with L1 in his pocket - of which he owed say a matter of fifteen shillings. There would be five shillings for sundry school subscriptions - but when these were paid the weekly allowance of sixpence given to each boy in the hall, his merit money (which this half he was resolved should come to a good sum) and renewed credit, would carry him through the half.

The sudden failure of 15s was disastrous to my hero's scheme of finance. His face betrayed his emotions so clearly that Theobald said he was determined "to learn the truth at once, and this time without days and days of falsehood" before he reached it. The melancholy fact was not long in coming out, namely, that the wretched Ernest added debt to the vices of idleness, falsehood, and possibly - for it was not impossible - immorality.

How had he come to get into debt? Did the other boys do so? Ernest reluctantly admitted that they did.

With what shops did they get into debt?

This was asking too much. E~~d~~rnest said he didn't know!

"Oh, Ernest, Ernest," exclaimed his mother, who was in the room, "do not so soon a second time presume upon the forbearance of the tenderest-~~'~~hearted father in the world. Give time for one stab to heal before you wound him with another."

This was all very fine, but what was Ernest to do? How could he get the school shopkeepers into trouble by owning that they let some of the boys go on tick with them? There was Mrs. Cross, a good old ~~sole,~~ soul, who used to sell hot rolls and butter for breakfast, or eggs and toast, or it might be the quarter of a fo~~u~~wl with bread sauce and mashed potatoes for which she would charge 6d. If she made a farthing out of the sixpence it was as much as she did. when the boys would come tro~~u~~oping into her shop after "the hounds" how often had not Ernest heard her say to her servant girls, "Now then you wanches, git some cheers." All the boys were fond of her, and was he, Ernest, to tell ~~tails~~ tales about her? It was horrible.

"Now look here, Ernest," said his father with his blackest sco~~u~~wl, "I am going to put a stop to this nonsen~~c~~se once for all. Either take me fully into your confidence, as a son should take a father, and trust me to deal with this matter as a clergyman and a man of the world - or understand distinctly that I shall ~~take the whole~~ take the whole story to dr. Skinner, who, I imagine, will take much sterner measures than I should.

"Oh, Ernest, Ernest," sobbed Christina, "be wise in time, and trust those who have already shown you that they know but too well how to be forbearing."

No genuine hero of romance should have hesitated for a moment. Nothing should have cajoled or frightened him into telling tales out of school. Ernest thought of his ideal boys: they, he well knew, would have let their tongues be cut out of them before information could have been wrung from any word of theirs. But Ernest was not an ideal boy, and he was not strong enough for his surroundings; I doubt how far any boy could withstand the moral pressure which was brought to bear upon him; at any rate he could not do so, and after a little more writhing he yielded himself a passive prey to the enemy. He consoled himself with the reflection that his papa had not played the confidence trick on him quite as often as his mamma had, and that probably it was better he should tell his father, than that his father should insist on Dr. Skinner's making an inquiry. His papa's conscience "jabbered" a good deal, but not as much as his mamma's. The little fool forgot that he had not given his father as many chances of betraying him as he had given to Christina.

Then it all came out. He owed this at Mrs. Cross's, and this to Mrs. Jones, and this at the Swan and Bottle public-house, to say nothing of another shilling or sixpence or two in other quarters. Nevertheless, Theobald and Christina were not satiated, but rather the more they discovered the greater grew their appetite for discovery; it was their obvious duty to find out everything, for though they might rescue their own darling from this hotbed of iniquity without getting to know more than they knew at present, were there not other papas and mammas with darlings whom also they were bound to rescue if it yet were possible? What boys, then, owed money to these harpies as well as Ernest?

Here, again, there was a fe~~a~~eble show of resistance, but the thumbscrews were instantly applied, and Ernest, demoralized as he already was, recanted and submitted himself to the powers that were. He told only a little less than he knew or thought he knew. He was examined, re-examined, cross-examined, sent to the retirement of his own bedroom and cross-examined again; the smoking in Mrs. Jones's kitchen all came out; which boys smoked and which did not; which boys owed money and, roughly, how much and where; which boys swore ~~which boys swore~~ and used bad language. Theobald was resolved that this time Ernest should, as he called it, take him into his confidence without reserve, so the school list which went with Dr. Skinner's half-yearly bills was brought out, and the most secret character of each boy was gone through seriatim by Mr. and Mrs. Pontifex, so far as it was in Ernest's power to give information concerning it, and yet Theobald had on the preceding Sunday preached a less feeble sermon than he commonly pre~~e~~ached upon the horrors of the Inquisition. No matter how awful~~l~~ was the depravity revealed to them, the pair never flinched, but probed and probed, till they were on the point of reaching subjects more delicate than they had yet touched upon. Here Ernest's unconscious self took the matter up and made a resistance to which his conscious self was unequal, by tumbling him off his chair in a fit of fainting.

Dr. Martin was sent for and pronounced the boy to be seriously unwell; at the same time he prescribed absolute rest and absence from nervous excitement. So the anxious parents were unwillingly compelled to be content with what they had got already - being frightened into leading him a quiet life for the short remainder of the holidays. They were not idle, but Satan can find as much mischief for busy hands as for idle ones, so he sent a little job in the direction of Battersby which Theobald and Christina undertook immediately. It would be a pity, they reasoned, that Ernest should leave Roughborough, now that he had been there three years; it would be difficult to find another school for him, and to explain why he had left Roughb~~b~~orough. Besides, Dr. Skinner and Theobald were supposed to be old friends, and it would be unpleasant to offend him; these were all valid reasons for not removing the boy. The proper thing to do, then, would be to warn Dr. Skinner confidentially of the state of his school, and to furnish him with a school list annotated with the remarks extracted from Ernest, which should be appended to the name of each boy.

Theobald was the perfection of ne~~e~~atness; while his son was ill upstairs, he copied out the school list so that he could throw his comments into a tabular form, which assumed the following shape - only that of course I have changed the names. One cross in each square was to indicate occasional offence; two stood for frequent, and three for habitual delinquency.

XX

X

	Smoking	Drinking beer at the Swan & B~~a~~ottle	Swearing and Osbcene Language	Notes
Smith	0	0	XX	Will smoke next half
Brown	XXX	0	X	
Jones	X	XX	XXX	
Robinson	XX	XX	X	

single space

delete one blank line

And thus through the whole school.

Of course, in justice to Ernest, Dr. Skinner would be bound over to secrecy before a word was said to him, but, Ernest being thus protected, he could not be furnished with the facts too completely.

CHAPTER XLIII

center
bold type
character spacing at 9

So important did Theobald consider this matter that he made a special journey to Roughborough before the half-year began. It

was a relief to have him out of the house, but though his
X destination was not mentioned, Ernest guessed where he ha~~s~~d gone....

The preceding is an excerpt from THE WAY OF ALL FLESH by Samuel
X Butler.

Extra File Print Options

There are four additional file print options:

H print header

F print footnote

N use starting page number

L literal

They are selected in the same way as the other file print options (C, Rn, T):

⊡ + P + name + SPACEBAR + options + 🟩

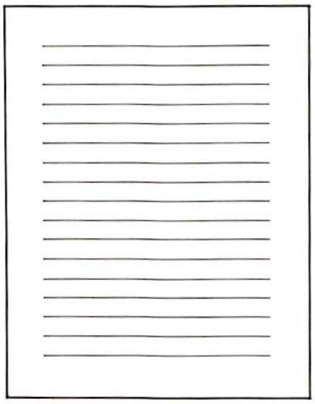
Text

(File) P(rint) (Execute)

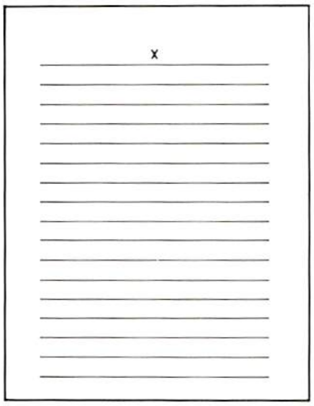
Header

The header option is useful when the same information (e.g., publication number, reference number, date, etc.) has to be printed out at the top of each page of a Text. If you want the pages numbered automatically (i.e., 1, 2, 3, etc.) just type in a page number embedded printer command (≡#) on the header. This is easier than typing in the command on each page.

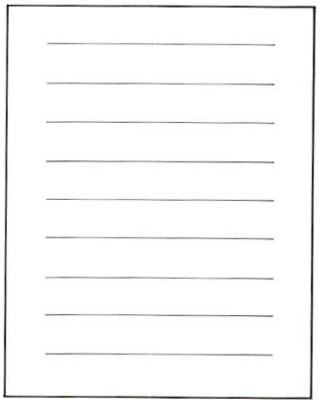
When the "H" print option is selected, material previously set as "header" is printed out at the top of each page. The text for that page then starts immediately below the header:



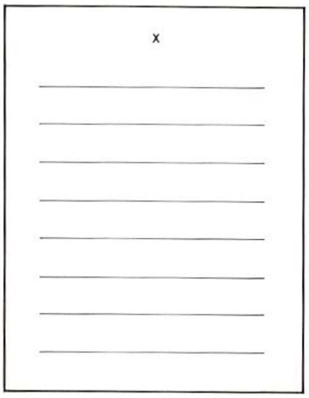
Page Without Header (Single-Spaced)



Same Page With Header

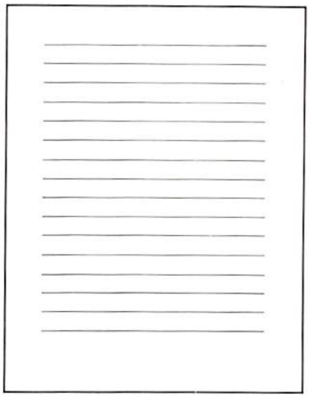


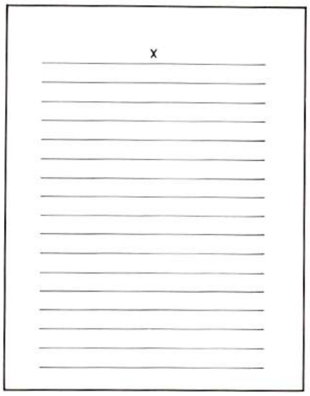
Page Without Header (Double-Spaced)



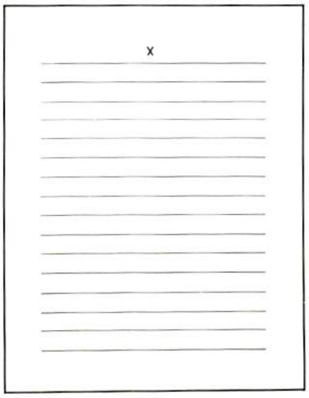
Same Page With Header

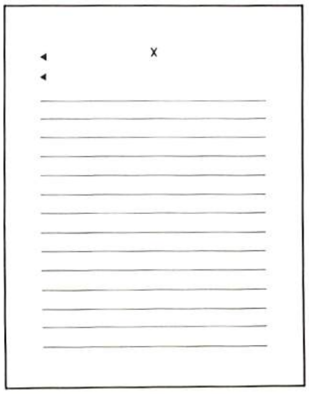
As you can see, when a page is printed out with a header, the text is "pushed" down to make room. For this reason, you should take into account the number of lines contained in the header before setting the vertical dimension for the pages of text:





Also note that it may be necessary to leave the first few lines of each page blank so that the header is not right on top of the text, especially in the case of single-spaced text:





How To Set a Header

1. Video Page
Erase the video page and, starting at line 1, prepare the header using the same format as the Text with which it will be printed.

2. File
Memorize the page as you normally would.

3. Command

?- + S + H + name + 🟩

(Screen) S(et) H(eader) (Execute)

Note: ***The name must be the same as in step 2.***

4. Control Line
"SET HEADER" followed by the selected name appears in the message section of the control line. The page has been set as header when "OK" reappears in the status section.

Note: ***Only one header can be set at any one time.***

Footnote

The footnote option is useful when the same information has to be printed out at the bottom of each page of a Text. As with a header, you can type in a page number embedded printer command (≡#) for automatic page numbering.

When the "F" print option is selected, material previously set as "footnote" is printed out starting at the last line of the printer page. For example, if the printer page is set for 66.0, the footnote is printed out starting at line 66.

For each line above the last line of the printer page that you want the footnote to appear, place one end-of-paragraph symbol (◄) **below** the material on the footnote page. For example, if you want the footnote to appear on line 56 of a page where the printer page is set for 66.0, place 10 end-of-paragraph symbols below the material on the footnote page:

```
                    Page ≡# of 100

◄
◄
◄
◄
◄
◄
◄
◄
◄
◄
```

How To Set a Footnote

1. Video Page
Erase the video page and, starting at line 1, prepare the footnote using the same format as the text with which it will be printed.

2. File
Memorize the page as you normally would.

3. Command

?- + S + F + name + 🟩

(Screen) S(et) F(oot note) (Execute)

Note: ***The name must be the same as in step 2.***

4. Control Line
"SET FOOTNOTE" followed by the selected name appears in the message section of the control line. The page is set as the footnote when "OK" reappears in the status section.

Note: ***Only one footnote can be set at any one time.***

Starting Page Number

When "N" is selected, the printer starts automatic page numbering with a previously set starting page number. This is provided, of course, that you have typed in a "≡#" on each page of the Text; or better yet, on a header or footnote.

This file print option is useful when you are printing out only the last pages of a Text and thus do not want automatic page numbering to begin with "1".

How To Set The Starting Page Number

1. Command

?- + S + # + 1-255 + 🟩

(Screen) S(et) (Starting Page No.) (Execute)

2. Control Line
"SET PAGE #" followed by the selected starting page number appears in the message section of the control line. The starting page number is set when "OK" reappears in the status section.

Literal

When "L" is selected, everything on the page is printed out including embedded printer commands. Justify symbols are also printed out but the text is not justified.

Practice: *Extra File Print Options*

1. *Set the same format you used for PLUS (This is easy — just recall PLUS and erase the video page.)*
2. *Type and center "AES Plus Features" on line 1. Memorize this as TOP and set it as the header page.*
3. *Type and center "Sheet ≡# Of 52" on line 1. Memorize this as BOTTOM and set it as the footnote page.*

4. Set the starting page number at 50.

5. Put paper in the printer.

6. Check that the footnote and header will not be printed out too close to the text. If necessary, type in returns on the header and on the footnote.

7. Print out the Text PLUS with options "T", "H", "F" and "N".

Local Mode

With the system in the local mode, you can use the keyboard and printer as a conventional typewriter for that one-in-a-thousand job that the Plus's features cannot handle. Small individual labels and the occasional odd form to be filled in are examples.

Keep the following in mind when using the local mode:

- the Tab key is inoperative.
- the line spacing and character spacing settings cannot be changed once the local mode is set
- the Cursor Left and Cursor Right keys can be used to move the printhead horizontally in 1/60" increments.
- the Cursor Up and Cursor Down keys can be used to move the printhead vertically in 1/48" increments.
- Uppercase and underline modes can be set and cleared.
- the left and right margins set for the video page are not recognized by the printer; therefore the printhead always returns to zero on the column scale.
- depress CTRL + Return to clear the printer in the following instances:
  - a) when a printer error (see Section 9) occurs which disables the printer, or
  - b) when the printer has been used by another system via the Shared Printer Control.

How To Set and Clear the Local Mode

1. Command

?- + L

(Screen) L(ocal Mode)

2. Control Line
"SCREEN LOCAL MODE SET" appears in the message section of the control line and an "l" appears in the printer part of the resource condition section.

3. Command
To clear the local mode, depress the Cancel key and the "l" is replaced by a dash.

Practice: ***Local Mode***

Just to get the feel of typing from the keyboard directly onto the printer, set the system in the local mode and type out this sentence.

Echo Mode

With the system in the echo mode, the keyboard and printer work together as in the local mode but the text also appears simultaneously on the video page. A "copy" of the text just printed can then be memorized on the file diskette.

The echo mode is very useful when you want to prepare a "master" for a pre-printed form. See the Practice below for more details.

Keep the following in mind when using the echo mode:

- the Return key must be used at the end of each line since the printer cannot perform word wraparound.
- it is advisable that you move the cursor to the home position, and adjust the paper so that the printhead is on the first line before setting the echo mode.
- the directional cursor keys move the printhead whole spaces and lines; the Cursor Home key is operational.
- the line spacing and character spacing settings cannot be changed once the echo mode is set.

How To Set and Clear the Echo Mode

1. Command

?- + O

(Screen) (ech)O

2. Control Line
"SCREEN ECHO MODE SET" appears in the message section of the control line and an "o" appears in the printer part of the resource condition section.

3. Command
To clear the echo mode, depress the Cancel key or repeat step one. Note that the "o" on the control line is replaced by a dash.

Practice: ***Using the Echo Mode to Set Up a Preprinted Form***

1. *Set the video page format for the purchase order form shown on the following page.*
2. *Insert a blank copy of the form into the printer.*
3. *Adjust the form so that the red lines on the transparent card guide are aligned with the first information box.*
4. *Set the system in echo and, with the directional cursor keys, move the carriage to the first box and type in the information (A162079).*
5. *Continue filling in the boxes checking that the information is properly aligned.*
6. *Memorize the page as FORM. It will then serve as the "master" for the next purchase order to be filled in.*

7. *Type over the old entries with those shown on the second purchase order.*
8. *Memorize the new page as HUMBERT4/23.*
9. *Insert a clean form in the printer making sure it is aligned exactly as the master was (i.e., red lines on card guide with first information box).*
10. *Print out HUMBERT4/23.*

Section Summary

You should now be familiar with the following:

1. the embedded printer commands and how to use them
2. how to use the extra file print options: header, footnote, literal and starting page number
3. how to use the local mode, and the echo mode for filling in preprinted forms

Go on to Section 7.

Section 7

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Extended Functions

Introduction

Extended functions are extensions to the basic word processing program contained on each Program Diskette. They are designed to help you with special typing jobs you dreaded doing on conventional typewriters.

A Program Diskette can have no more than one extended function. For example, the list and repaginate extended functions (see below) are contained on separate Program Diskettes, named as follows:

- Standard Word Processing with List
- Standard Word Processing with Repaginate

The two Program Diskettes are identical except for the different extended functions. The same is true for the other extended functions: each is contained on a separate Program Diskette.

List

Note: *This subsection is applicable only when you have started up the system with the Program Diskette called "Standard Word Processing with List".*

The list extended function produces the same results as tab-to-block but does most of it automatically. All you do is:

- prepare and memorize the standard letter
- prepare and memorize the pages of variables
- give a simple command to the system, and the letter and variables are automatically combined and printed out.

Instead of having the final letters printed out, you can tell the system to save them on the file diskette.

How To Prepare the Standard Letter for List

Prepare and memorize the standard letter as you would for the tab-to-block function. Remember that the letter can consist of more than one page but that they must all be memorized under the same Text name. Use one of the following block symbols, as required, within the body of the text at each variable location:

CTRL + B = ▯

The system inserts the variable in the text and makes room by wrapping words around to the lines below. You will use this symbol in most list applications.

CTRL + I = ▯̲

The system skips the variable and goes on to the next block symbol. The no-insert block symbol is useful when you are printing out envelopes (see p.7-5).

CTRL + H + CTRL + I = ■▯

The system places the variable in the text without entering the insert mode; that is, whatever is on the page starting at that point is written over by the variable. This symbol is helpful when you are working with a "forms" format where the text may be "scrambled" if the system enters the insert mode.

CTRL + H + CTRL + B + x = ■▯x

where "x" is the numeric terminator (for example, "." or "%")

The system enters the numeric mode and inserts the variable at a preset tab using the terminator you have specified. This symbol is useful, for example, when you have a standard financial statement with a variable table or list of figures.

How To Prepare a Variables Page for List

1. Format
Clear the format line and erase the video page.

2. Cursor
Move the cursor to the home position.

3. Video Page
Type in the variables so that each is followed immediately by a block symbol (▯) and that the variables are in the proper sequence.

4. File
Memorize the variables under a Text name different from that of the letter.

Practice: ***Preparing a Variables Page for List***

1. Clear the format line and erase the video page.

2. Type the variables below exactly as shown and memorize as PROSPECTS.

```
Mr. H. Cann,
Purchasing Agent,
Great Northern Mining Company,
1230 Western Avenue,
Timmins, Ontario
W6D 6T8□Mr. Cann□June 1, 1977□Mr. B. Smithers□
Mrs. C.F. Wilmont,
Word Procesing Supervisor,
Private Bank of Quebec,
345 Summerhill Drive,
St. Jean, Quebec
L7G 3T3□Mrs. Wilmont□February 15, 1977□Miss J. Craig□
Mr. J. Clement,
Office Services Manager,
ABC Company Limited,
44 Front Street,
Calgary, Alberta
M2H 2Z8□Mr. Clement□March 31, 1977□Mr. S. Minton□
Miss R. Johnson,
Word Processing Manager,
Canada Cola Company
500 Pineridge Road,
Vancouver, B.C.
K4H 3Z9□Miss Johnson□September 15, 1977□Mrs. W. Jenner□
```

Note: *Use Control/Return when a block symbol is the last character of a line so that an end-of-paragraph symbol is not typed.*

How To Use the List Function

1. Printer
Insert a sheet of paper in the printer.

2. Video Page
Clear the format line and erase the video page.

3. Command

CTRL + **⊡** (File) + **L** L(ist) + **Standard Letter Text Name** + SPACEBAR + **Variables Text Name** + SPACEBAR + **Print Options** + 🟩 (Execute)

Note: *The print options can be "C" (continuous paper) or "T" (Text) as used with the File Print function.*

4. Control
"LIST (STANDARD LETTER TEXT NAME) (VARIABLES TEXT NAME) (PRINT OPTIONS)" appears in the message section of the control line. A "u" appears in both the foreground and background parts of the resource condition section. Once the first letter is listed, "u" also appears in the printer part.

Notes: *The letters are printed out automatically after they are listed so remember to have a sheet of paper in the printer. The printer stops when the first letter is completed allowing you to change the paper. When you are ready to print the next letter, depress the Stop/Continue key and the printer will continue.*

Practice: ***Using the List Function***

1. Place a sheet of paper in the printer.

2. Recall the page MAILER to see how it has been prepared for the list function.

3. Clear the format line and erase the video page.

4. List the page PROSPECTS with the page MAILER.

List with Save Option

With the save option, the system memorizes the listed letters instead of printing them out. The listed letters then become the target Text. Before the system can memorize the listed letters, you must set the name for the target Text.

How To Use List Function with Save Option

1. Command
Set the name for the "target Text" as follows:

?- + S + T + name + 🟩
(Screen) S(et) T(arget Text) (Execute)

Notes: *1. The selected name will remain the target Text name until you select another, or until you turn the system off or reset it.*

2. The disk unit specified as primary when the target Text is set receives the listed letters. For example, if you set the target Text when the Upper Disk is the primary and then execute a list with save when the Lower Disk is primary, the listed letters are memorized on the Upper Disk Unit. This is convenient when you want the letters memorized on a relatively empty diskette.

2. Command
List the variables with the standard letter and save the listed letters as follows:

CTRL + ⊡ + L + letter Text name + SPACEBAR +
(File) L(ist)

variable Text name + Spacebar + S + 🟩
S(ave) (Execute)

3. Control Line
A "u" appears in both foreground and background parts of the resource condition section, and remains until the function is completed.

4. File
The listed letters are automatically memorized under the target Text name but are not printed out.

Practice: ***List with Save Option***

1. Set the target Text name as TARGET.

2. Clear the format line and erase the video page.

3. List MAILER with PROSPECTS using the save option.

Preparing Envelopes with the List Function

You can also use the prepared pages of variables to print out the envelopes for the listed letters. First, prepare a standard envelope page so that the margins, vertical and horizontal dimensions, etc., are set for the envelope size you plan to use. At the same time, you must let the system know which variables you do not want listed by typing a no-insert block symbol (▯̲) for each. You can then list the addresses of the variables Text with the standard envelope page in one of two ways:

a) save the listed address pages and print them out as you would any other Text, or

b) without the save option; that is, so that the addresses are automatically printed out.

How To Prepare a Standard Envelope Page for List

1. Format
Set the margins, printer page, horizontal dimensions, etc., for the envelope size you plan to use.

2. Video Page
Erase the video page and type in a block symbol (▯) for the address. Then immediately following the block symbol, type in a no-insert block symbol (▯̲) for each variable that appeared in the letters but that you do not want to appear on the envelopes. For example, if the letters had three variables other than the address, you must type in three no-insert symbols.

3. File
Memorize the standard envelope page under a Text name different from that of the standard letter and variables Text.

How To List a Standard Envelope Page with a Variables Text

Use the same procedure as for listing a standard letter with a variables Text (see p. 7-3). Remember to insert a new envelope in the printer for each address

If you plan to save the listed envelope pages and print them out later, use the list function with save option as outlined on p. 7-4. Remember to first set a new target Text name.

Practice: *Printing Out Envelopes with List Function*

1. *Clear the format line and erase the video page.*

2. *Calculate and set the format settings for a No. 9 envelope (4" x 9") using the following:*

Line spacing:	*Single*
Left margin:	*3 ½"*
Right margin:	*1 ½"*
Pitch:	*12*
Top margin:	*1 ½"*
Bottom margin:	*1"*

Your format settings should be as follows:

Character spacing:	*5*
Line spacing:	*8*
Printer page:	*24*
Vertical dimension:	*9*
Left margin setting:	*42*
Right margin setting:	*90*

3. *You will be using the addresses given in PROSPECTS where each set of variables has three variables you don't want printed out on the envelopes, so move the cursor to the home position and type in a block symbol (▮) for the address. Immediately following, on the same line, type in one no-insert block symbol (▮̲) for each unwanted variable: three in all.*

4. *Memorize the standard envelope page as ENV.*

5. *Clear the format line and erase the video page.*

6. *List the standard envelope page ENV with the variables page PROSPECTS. Remember to have a 4" x 9" envelope ready in the printer for the first address.*

Repaginate

Note: *This subsection is applicable only when you have started up the system with the Program Diskette called "Standard Word Processing with Repaginate"*

The repaginate function adjusts the pages of a Text automatically so that each page conforms to the same vertical dimension, or so that each page has the same number of lines. This feature will save you much time and effort when you have had to revise a Text by inserting and deleting and are now ready for final printout.

When repaginating a Text, it is always necessary to give the Text a new name to be memorized under. This simply means that both the old Text and the new Text will be available to you. If you are satisfied with the new repaginated Text, delete the old Text from the file.

How To Repaginate a Text

1. File

Ensure that all pages of the Text have the same horizontal dimension. Also examine each page of the Text and use the following embedded commands where necessary.

≡ p Start of protected area; for example, a table you do not want split between two pages.

≡ & End of protected area.

≡ f Force new page; the indicated material is forced to the top of the next page regardless of the number of lines requested.

NOTE: ! →
3. format - Don't set vertical now.
Do it in your command as
" L " number of vertical"
ie 30, 54, 60 etc.

2. File

Recall the first page of the Text to be repaginated.

3. Format

Set the vertical dimension to the desired value. If necessary also reset the character spacing, line spacing and printer page values.

Important: ***The system takes into account all line spacing embedded printer commands when it decides how many lines are to be assigned to each page of the new Text. For example, if you have asked (with embedded printer commands) that one page be triple spaced, the system will divide the number of lines on that page by three before repaginating it. This way the triple spaced text will not overrun the paper when it is printed.***

4. Command

CTRL + (File) + R(epaginate) + old Text name + SPACEBAR +

L

new Text name + SPACEBAR + options + 🟩 (Execute)

The following options are available.

A **(Alternate Disk Unit)**

Places the repaginated Text on the diskette contained in the alternate disk unit.

P **(Paragraph Protect)**

Ensures that no paragraph is split in the middle with part memorized on one page and part on the next page.

H **(Half Paragraphs)**

Allows paragraphs to be split but leaves no less than two lines of the paragraph at the top or bottom of a page.

V (Video)

Causes the repagination process to be displayed on the video screen as it is taking place.

L nn (Lines Per Page)

When repaginating a Text, the system always leaves two blank lines at the bottom of every page. Therefore, if you set a vertical dimension of 50, each repaginated page contains 48 lines of text with two blank lines at the bottom of the page. These blank lines are left for simple last minute insertions.

The "Lnn" option lets you specify the exact number of lines you want on each page, regardless of the vertical dimension setting. For example, you might want the vertical dimension to be set at 50 with only 27 lines of text on each page so that a large header or footnote can be added later. You would then set the vertical dimension for 50 and select "L27" as an option. The "Lnn" option can be set for a maximum of 99 but should never be greater than the vertical dimension setting.

5. Control Line
"REPAGINATE (OLD TEXT NAME) (NEW TEXT NAME) (OPTIONS)" ***appears in the message section of the control line. Note that "u" appears in the background part of the resource condition section during the process; or in the primary part if you selected the "V" option. When "a" reappears in the resource condition section and "OK" reappears in the status section, repagination is completed.***

Practice: ***Repagination***

1. *Recall the pages of Text PRACTICE, type in embedded commands as indicated on the following pages, and update.*

2. *Repaginate PRACTICE as follows:*
   — vertical dimension at 50
   — single line spacing
   — "H" option
   — "V" option
   — "L" option set at 45
   Give the name PRAC/REVISED to the new Text.

3. *Delete the Text PRACTICE once you have checked PRAC/REVISED.*

CHAPTER XLII

About a week before he went back to school his father again sent for him into the dining-room, and told him that he should restore him his watch, but that he should deduct the sum he had paid for it - for he had thought it better to pay a few shillings rather than dispute the ownership of the watch, seeing that Ernest had undoubtedly given it to Ellen - from his pocket-money, in payments which should extend over two half-years. He would therefore have to go back to Roughborough this half-year with only five shillings' pocket-money. If he wanted more he must earn more merit money.

triple space

Ernest was not so careful about money as a pattern boy should be. He did not say to himself, "Now I have got a sovereign which must last me fifteen weeks, therefore I may spend exactly one shilling and fourpence in each week" - and spend exactly one and fourpence in each week accordingly. He ran through his money at about the same rate as other boys did, being pretty well cleaned out a few days after he had got back to school. When he had no more money, he got a little into debt, and when as far in debt as he could see his way to repaying, he went without luxuries. Immediately he got any money he would pay his debts; if there was any over he would spend it; if there was not - and there seldom was - he would begin to go on tick again.

7-10

triple space

His finance was always based upon the supposition that he should go back to school with L1 in his pocket - of which he owed say a matter of fifteen shillings. There would be five shillings for sundry school subscriptions - but when these were paid the weekly allowance of sixpence given to each boy in the hall, his merit money (which this half he was resolved should come to a good sum) and renewed credit, would carry him through the half.

The sudden failure of 15s was disastrous to my hero's scheme of finance. His face betrayed his emotions so clearly that Theobald said he was determined "to learn the truth at once, and this time without days and days of falsehood" before he reached it. The melancholy fact was not long in coming out, namely, that the wretched Ernest added debt to the vices of idleness, falsehood, and possibly - for it was not impossible - immorality.

How had he come to get into debt? Did the other boys do so? Ernest reluctantly admitted that they did.

With what shops did they get into debt?

This was asking too much. Ernest said he didn't know!

"Oh, Ernest, Ernest," exclaimed his mother, who was in the room, "do not so soon a second time presume upon the forbearance of the tenderest-hearted father in the world. Give time for one stab to heal before you wound him with another."

double space

This was all very fine, but what was Ernest to do? How could he get the school shopkeepers into trouble by owning that they let some of the boys go on tick with them? There was Mrs. Cross, a good old soul, who used to sell hot rolls and butter for breakfast, or eggs and toast, or it might be the quarter of a fowl with bread sauce and mashed potatoes for which she would charge 6d. If she made a farthing out of the sixpence it was as much as she did. When the boys would come trooping into her shop after "the hounds" how often had not Ernest heard her say to her servant girls, "Now then you wanches, git some cheers." All the boys were fond of her, and was he, Ernest, to tell tales about her? It was horrible.

"Now look here, Ernest," said his father with his blackest scowl, "I am going to put a stop to this nonsense once for all. Either take me fully into your confidence, as a son should take a father, and trust me to deal with this matter as a clergyman and a man of the world - or understand distinctly that I shall take the whole story to Dr. Skinner, who, I imagine, will take much sterner measures than I should.

"Oh, Ernest, Ernest," sobbed Christina, "be wise in time, and trust those who have already shown you that they know but too well how to be forbearing."

triple space

No genuine hero of romance should have hesitated for a moment. Nothing should have cajoled or frightened him into telling tales out of school. Ernest thought of his ideal boys: they, he well knew, would have let their tongues be cut out of them before information could have been wrung from any word of theirs. But Ernest was not an ideal boy, and he was not strong enough for his surroundings; I doubt how far any boy could withstand the moral pressure which was brought to bear upon him; at any rate he could not do so, and after a little more writhing he yielded himself a passive prey to the enemy. He consoled himself with the reflection that his papa had not played the confidence trick on him quite as often as his mamma had, and that probably it was better he should tell his father, than that his father should insist on Dr. Skinner's making an inquiry. His papa's conscience "jabbered" a good deal, but not as much as his mamma's. The little fool forgot that he had not given his father as many chances of betraying him as he had given to Christina.

triple space

Then it all came out. He owed this at Mrs. Cross's, and this to Mrs. Jones, and this at the Swan and Bottle public-house, to say nothing of another shilling or sixpence or two in other quarters. Nevertheless, Theobald and Christina were not satiated, but rather the more they discovered the greater grew their appetite for discovery; it was their obvious duty to find out everything, for though they might rescue their own darling from this hotbed of iniquity without getting to know more than they knew at present, were there not other papas and mammas with darlings whom also they were bound to rescue if it yet were possible? What boys, then, owed money to these harpies as well as Ernest?

Here, again, there was a feeble show of resistance, but the thumbscrews were instantly applied, and Ernest, demoralized as he already was, recanted and submitted himself to the powers that were. He told only a little less than he knew or thought he knew. He was examined, re-examined, cross-examined, sent to the retirement of his own bedroom and cross-examined again; the smoking in Mrs. Jones's kitchen all came out; which boys smoked and which did not; which boys owed money and, roughly, how much and where; which boys swore and used bad language. Theobald was resolved that this time Ernest should, as he called it, take him into his confidence without reserve, so the school list which went with Dr. Skinner's half-yearly bills was brought out, and the most secret character of each boy was gone through seriatim by Mr. and Mrs. Pontifex, so far as it was in Ernest's power to give information concerning it, and yet Theobald had on the preceding Sunday preached a less feeble sermon than he commonly preached upon the horrors of the Inquisition. No matter how awful was the depravity revealed to them, the pair never flinched, but probed and probed, till they were on the point of reaching subjects more delicate than they had yet touched upon. Here Ernest's unconscious self took the matter up and made a resistance to which his conscious self was unequal, by tumbling him off his chair in a fit of fainting.

Dr. Martin was sent for and pronounced the boy to be seriously unwell; at the same time he prescribed absolute rest and absence from nervous excitement. So the anxious parents were unwillingly compelled to be content with what they had got already - being frightened into leading him a quiet life for the short remainder of the holidays. They were not idle, but Satan can find as much mischif for busy hands as for idle ones, so he sent a little job in the direction of Battersby which Theobald and Christina undertook immediately. It would be a pity, they reasoned, that Ernest should leave Roughborough, now that he had been there three years; it would be difficult to find another school for him, and to explain why he had left Roughborough. Besides, Dr. Skinner and Theobald were supposed to be old friends, and it would be unpleasant to offend him; these were all valid reasons for not removing the boy. The proper thing to do, then, would be to warn Dr. Skinner confidentially of the state of his school, and to furnish him with a school list annotated with the remarks extracted from Ernest, which should be appended to the name of each boy.

Theobald was the perfection of neatness; while his son was ill upstairs, he copied out the school list so that he could throw his comments into a tabular form, which assumed the following shape - only that of course I have changed the names. One cross in each square was to indicate occasional offence; two stood for frequent, and three for habitual delinquency.

protect this table

	Smoking	Drinking beer at the Swan & Bottle	Swearing and Obscene Language	Notes
Smith	0	0	XX	Will smoke next half
Brown	XXX	0	X	
Jones	X	XX	XXX	
Robinson	XX	XX	X	

And thus through the whole school.

Of course, in justice to Ernest, Dr. Skinner would be bound over to secrecy before a word was said to him, but, Ernest being thus protected, he could not be furnished with the facts too completely.

force new page

CHAPTER XLIII

So important did Theobald consider this matter that he made a special journey to Roughborough before the half-year began. It was a relief to have him out of the house, but though his destination was not mentioned, Ernest guessed where he had gone....

The preceding is an excerpt from THE WAY OF ALL FLESH by Samuel Butler.

Section Summary

You should now be familiar with the following:

1. *how to prepare the standard letter Text and the variables Text for the List function*
2. *how to give the List command with and without the Save option*
3. *how to prepare envelopes with the List function*
4. *how to use the four types of block symbols with the List function*
5. *how to give the Repaginate command with and without the four options (alternate disk unit, paragraph protect, half paragraphs, video) and the three embedded commands (p, &, f).*

Go on to Section 8.

Section 8

Contents

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Installing the Forms Tractor 8-6

Loading Paper in the Forms Tractor 8-7

Periodic Cleaning 8-8

Introduction

This section explains how to do the following things to the printer part of your AES Plus:

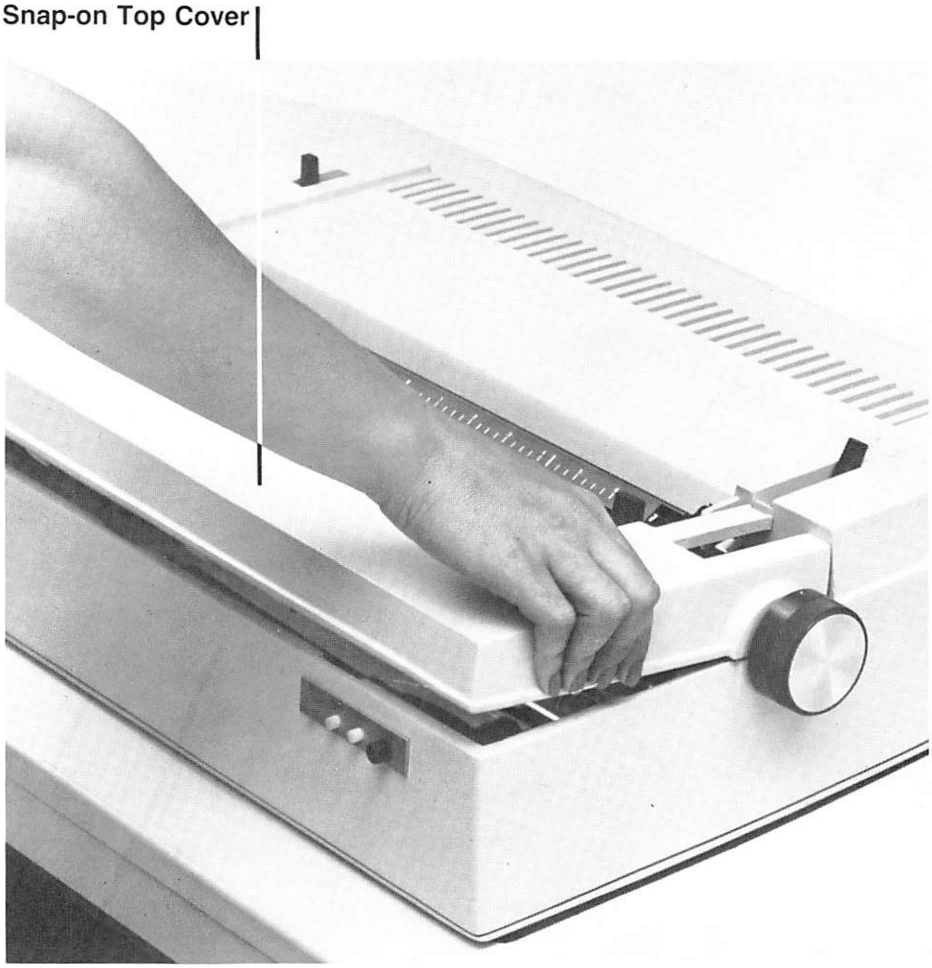
Removing and Replacing the Cover
Changing the Ribbon
Replacing the Printwheel
Removing and Replacing the Platen
Installing the Forms Tractor
Loading Paper in the Forms Tractor
Periodic Cleaning

Removing the Cover

To remove the printer's snap-on top cover, grasp the edges of the cover, as shown below, and lift upward.

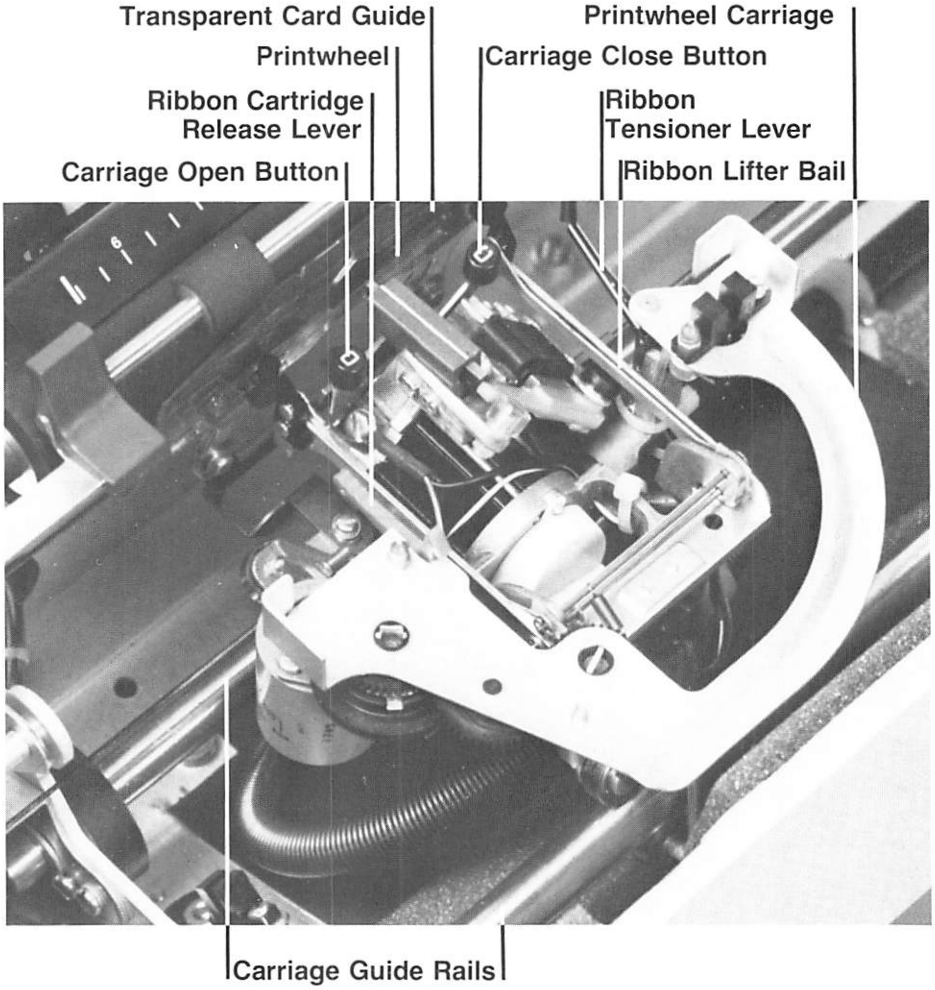
The automatic disabling switch, located next to the left-hand platen knob, is a safety feature designed to protect you from possible injury when the protective cover is off. Removal of the cover automatically prevents any movement of the printwheel or the printwheel carriage.

Warning: Sudden and unexpected movements of the printwheel carriage can cause painful injuries. Keep your hands and other objects (hair, clothing, jewelry) clear of the carriage at all times when the power and cover are on.



Inside the Printer

Shown below are some of the main internal features of the printer. You should become familiar with their names since they are referred to in other parts of this section.


Transparent Card Guide
Printwheel
Ribbon Cartridge Release Lever
Carriage Open Button
Printwheel Carriage
Carriage Close Button
Ribbon Tensioner Lever
Ribbon Lifter Bail
Carriage Guide Rails

Replacing the Cover

Always check the printer carefully before you replace the cover:

1. Press down firmly on the "C" (close) button of the carriage locking lever to be sure that the carriage is locked in its operating position.

2. Press down firmly on the ribbon cartridge to be sure that it is in place.

3. Ensure the ribbon is threaded correctly through the slotted guides and around the outside of the printwheel and the ribbon tensioner lever. Press the ribbon advance button to remove all slack from the ribbon.

4. Make sure that the carriage rails are not obstructed.

5. Remove all foreign objects from the interior of the printer.

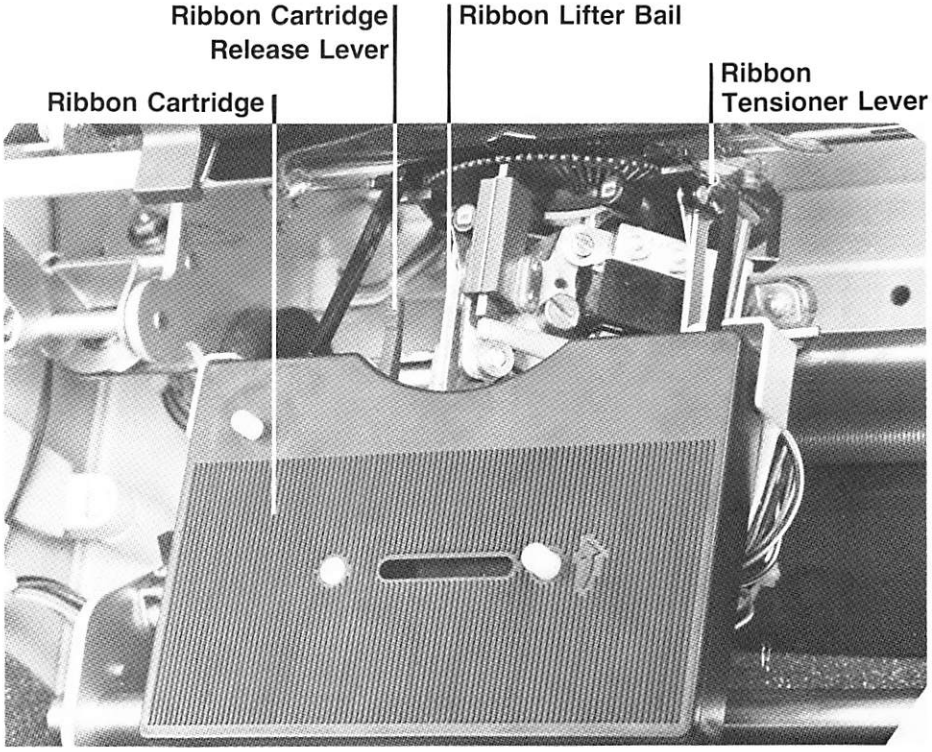
Note: Get in the habit of making these checks every time you close the cover.

6. Position the cover, and snap it into place.

Changing the Ribbon

When the ribbon cartridge is empty, the printer stops automatically and the Ribbon indicator goes out. The printer will not operate until the cartridge is replaced as follows:

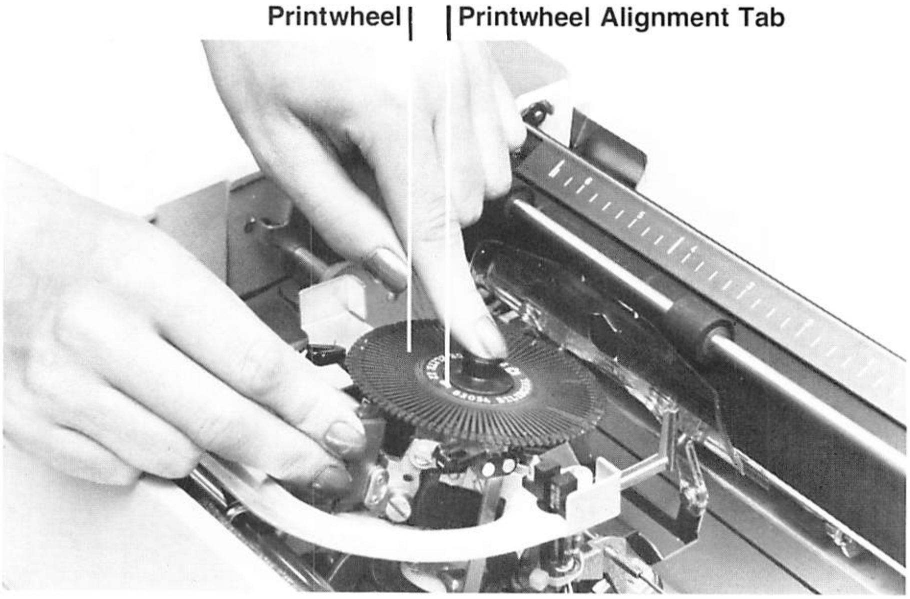
1. Remove the printer's snap-on top cover.
2. Depress the "O" button on the carriage locking lever until it clicks.
3. Tilt the carriage backward about 10°.
4. Depress the red ribbon cartridge release lever and remove the empty cartridge.
5. Pull a loop of ribbon out of the new cartridge.
6. Drape the ribbon over the printwheel looping it through the ribbon guides and around the outside of the tensioner lever as shown below.
7. Align the cartridge with the carriage and press down firmly to lock it in place.
8. Return the carriage to its printing position. Press down the "C" button of the carriage locking lever until it clicks.
9. Depress the ribbon advance button momentarily to take up the slack in the ribbon and ensure the inked portion of the ribbon is in front of the printwheel.
10. Make sure that the ribbon is still properly threaded and fully engaged in the ribbon lifters.
11. Replace the printer's snap-on cover.



Replacing the Printwheel

When characters begin to look fuzzy and indistinct, the printwheel may have to be replaced. You may also have to remove the printwheel periodically for cleaning, particularly if your machine uses a nylon ribbon. And finally, you may wish to replace the printwheel with one of the alternate typeface styles that are available.

1. Remove the printer's snap-on cover.
2. Depress the "O" button on the carriage locking lever until it clicks.
3. Remove the ribbon cartridge.
4. Tilt the carriage toward you and remove the printwheel by pulling upward gently but firmly on the printwheel knob.
5. To replace the printwheel, first align it so that the alignment tab on the hub matches up with the slot in the printwheel as shown below.
6. Rotate the printwheel to ensure it is straight.
7. Press down firmly to seat the printwheel.
8. Tilt the carriage forward to within 10 degrees of its normal operating position.
9. Reinstall the ribbon cartridge.
10. Push the carriage down into its normal operating position and press down on the "C" button of the carriage locking lever until it clicks.
11. Depress the ribbon advance button to remove the slack in the ribbon.
12. Make sure that the ribbon is properly threaded and fully engaged in the ribbon lifters.
13. Replace the printer's snap-on-cover.

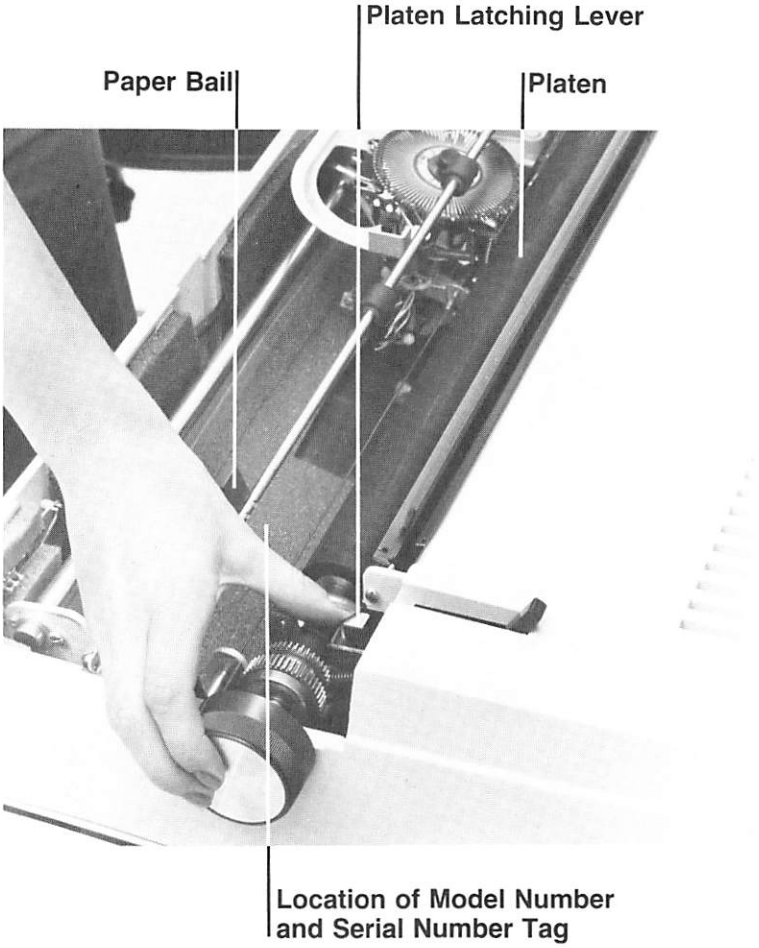


Removing and Replacing the Platen

You may occasionally have to remove the platen for cleaning. Remove and replace the platen as follows:

1. Remove the printer's snap-on cover.
2. Pull the paper bail out of the way.
3. Depress the two platen latching levers simultaneously with your thumbs, as shown below, and lift the platen free of the machine.
4. Before you replace the platen, check that the metal cradle is properly seated on its anchor pins.
5. Make sure that the platen is aligned properly. The teeth of the small gear should mesh with the teeth of the large gear.
6. Press down simultaneously on the two platen knobs to lock the platen in place.
7. Replace the printer's snap-on cover.

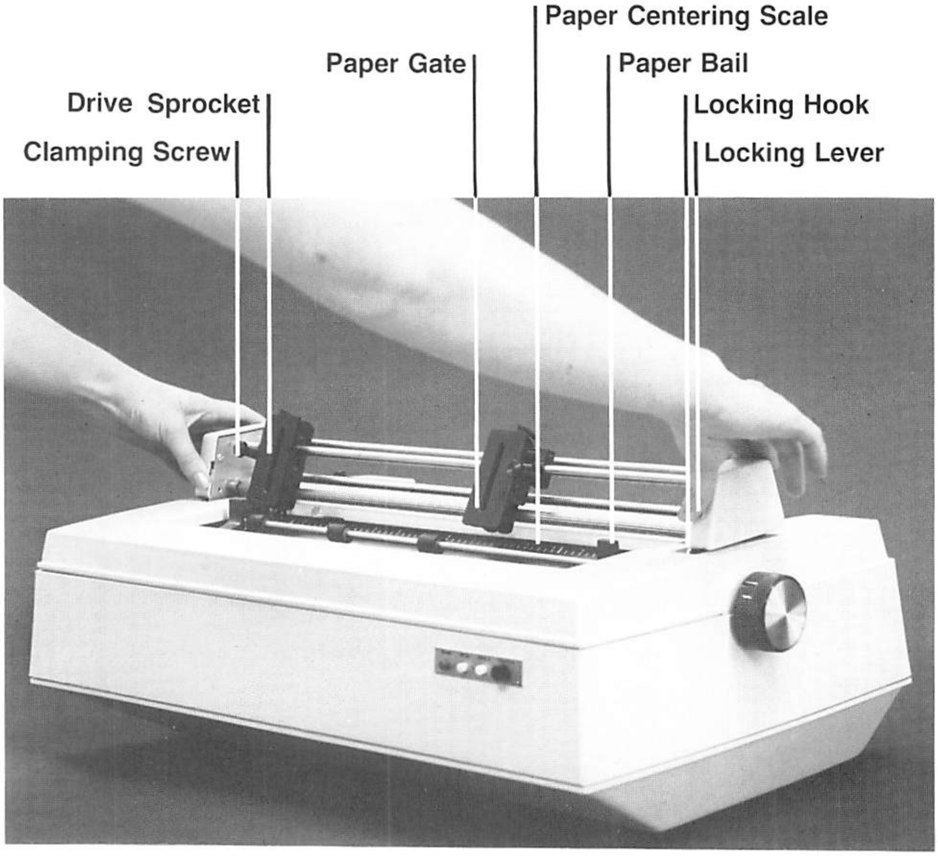
Removing the Platen


Platen Latching Lever
Paper Bail
Platen
Location of Model Number and Serial Number Tag

Installing the Forms Tractor

The Forms Tractor is mounted through slots in the top of a special cover which is installed on tractor-feed printers. Tractor feed provides a more positive method of continuous paper control. Install the Forms Tractor as follows:

1. Remove the printer's snap-on top cover.
2. Pull the paper bail out of the way.
3. With both thumbs, depress the two spring-loaded locking levers on the Forms Tractor and clamp the unit to the platen shaft.
4. The right locking hook engages a groove on the platen's shaft. The Forms Tractor is centered on the printer when the locking hook is properly engaged.
5. Release the locking levers making sure that they pop all the way out. The right-hand lever may not click into place on the first try; it will then be necessary to rock the mechanism a little to obtain the proper engagement.
6. Carefully insert the snap-on top cover under the tractor and snap it into position.


Paper Centering Scale
Paper Gate
Paper Bail
Drive Sprocket
Locking Hook
Clamping Screw
Locking Lever

Loading Paper in the Forms Tractor

1. Pull the paper bail forward out of the way and raise the paper gates on the tractor's drive sprockets.
2. Insert the top edge of the paper behind the platen as on a typewriter.
3. Rotate the platen knob thereby transporting the paper through to the front.
4. Pull the paper release lever all the way forward disengaging the friction feed mechanism.
5. Draw the paper around the front of the platen and line it up so that the pins on the drive sprockets match up with the holes punched in the paper margins. Close the paper gates.
6. Check the adjustment of the drive sprockets. They must not be so far apart that they stretch the paper. On the other hand, if they are too close together, the paper will buckle upward at its center. See that the page is approximately centered. If necessary, loosen the clamping screws on the drive sprockets and reposition them accordingly.
7. Rotate the platen to position the paper at the top of the page using the horizontal lines on the transparent card guide.
8. Move the paper bail toward the platen letting it rest against the tractor frames.

Note: Check that the paper release lever is in the forward position when the tractor is in operation.

Periodic Cleaning

About once a week you should check the printer and do the following as required:

Use a soft-bristle brush to lightly dust the printwheel carriage assembly.

With a soft cloth, wipe the carriage guide rails and generally mop up the interior. Clean up any ink residue with a cloth moistened in Formula 409 household cleaner. Do not spray solvents directly into the interior of the printer.

Ink can accumulate on the transparent card guide obscuring your view of the printing area. The card guide may be cleaned with a soft, lint-free cloth moistened in Formula 409. Use a clean cloth to avoid scratching the transparent surface.

The printwheel can become clogged with ink and paper fibres, particularly in those printers that use nylon ribbons. The following will be necessary whenever there is a noticeable deterioration in print quality:

Remove the printwheel.

Dip a type cleaning brush (or a toothbrush) in Formula 409 and brush away all traces of greasy residue embedded in the printing dies. Protect your clothing from ink spatters during the cleaning operation.

When you are finished, wipe the printwheel dry with a clean lintfree cloth and reinstall it on the printer.

The printer's exterior cover can be cleaned when necessary with a cloth moistened in Formula 409.

Go on to Section 9.

Section 9

Contents

Something's Wrong?! 9-1

Whine but will not take disk program. — take out disk - turn off.
Push reset button. then enter disk again.

Introduction

This section lists some of the problems that can occur with the AES Plus Text Editor and what to do about them.
If you have a problem, read through this section carefully before calling your AES Representative.

Problem Area: Turn-on and Start-Up

Problem	**What To Do**
1. There is no tone when you turn system power on.	1. a. Adjust Click and Bell Control. b. Turn system power off and ensure that system power plug is plugged into wall socket. c. Turn power on and start-up the system again.
2. There is no video when you start up the system.	2. a. Adjust Brightness Control b. Reset and start up the system.
3. In-Use Indicator does not light when you insert Program diskette.	3. Re-insert Program Diskette with labels up and nearest you.
4. Video screen fills with O's at start-up.	4. Something is wrong with the disk unit. Use the other disk unit until the service representative arrives.
5. Video screen fills with I's at start-up.	5. Something is wrong with the Program Diskette. Try another Program Diskette.
6. Video screen fills with 2's at start-up.	6. Reset and use a Program Diskette to start up the system, not a file Diskette.

Problem Area:Error Messages

Problem	**What To Do**
1. "ILLEGAL" **You have done something wrong (e.g., mistyped a command).**	1. Cancel and repeat the command.
2. "ERROR" Check ▤ (pause) to see if that was used. **This may appear when the system has started executing a command. Either you or the system has made a mistake.**	2. Cancel and repeat the command.
3. "USED" **The resource (printer, foreground or background) automatically selected as part of your command is being used to do something else.**	3. Wait until the function previously selected is completed before entering the new command.
4. "NOT READY" **In the case of a print command, the printer is not "set up" properly (e.g., top cover is not on, ribbon cartridge exhausted). In the case of a file command, the disk unit door is not closed, the diskette is not in the primary unit, or the diskette is not properly inserted in the disk unit.**	4. Correct the fault and repeat the command.

Problem Area:Error Messages (cont'd)

Problem	**What To Do**
5. "NOT FOUND" **Text or page referred to in command does not exist on diskette currently in primary disk unit.**	5. Ensure the proper disk unit is selected as primary and that it contains the correct diskette.
6. "E-O-T" **(End-of-Text). This may be displayed when you try to recall the next page of a Text. It means that the page just recalled was the last page of the Text.**	
7. "BAD DISKETTE" **The page you just tried to memorize was not memorized.**	7. Try to memorize the page again on the same or another diskette or information may be lost, especially if the message occurred during an update.
8. "BAD INDEX"	8.
a. The diskette just inserted has a bad or invalid index.	a. The information on the diskette must be recovered; call your AES Representative.
b. The index was not updated correctly for the page just memorized. The diskette is probably becoming worn.	b. Try to duplicate the contents of the diskette onto another diskette. If the system will not execute the duplicate function the information will have to be recovered; call your AES Representative.
9. "FULL" **The diskette is too full to store the page you just tried to memorize.**	9. Memorize the page on another diskette.
10. "ERROR 20" **This message indicates that the vertical dimension has been lengthened automatically. You have probably performed a reformat where the text has become narrower and thus exceeds the original video page length.**	10. Move the excess lines to the top of another page and reset the vertical dimension of the current video page, or wait until you have completed the Text and perform a repaginate.
11. "ERROR 30" **You have tried to change the contents of a diskette which has a sticker over its no-erase notch.**	11. Remove the sticker only if you are sure you want to alter the contents of the diskette.
12. "ERROR 31" — "ERROR 36" **The page you just tried to memorize was not memorized. Something is probably wrong with part of the diskette but the disk unit may also be at fault.**	12. Do **not** display the index to see if the page was memorized; you may lose the page. Keep trying to memorize the page; if the message continues to be displayed, memorize the page on another diskette. If the problem seems to be in the disk unit, call your AES Representative.
13. "ERROR 37" **The system cannot display the page you just tried to recall because either the diskette is worn or the disk unit is faulty.**	13. If the same message is displayed when you try to recall from another diskette, call your AES Representative. If the message is not displayed with a new diskette, the old diskette is bad and the information on it should be duplicated as soon as possible.

14. "ERROR 50" & "ERROR 51" Something is wrong with the printer.	14. "ERROR 50" & "ERROR 51" Something is wrong with the printer. If you are using the Autofeed option, ERROR 51 may be displayed if the paper thickness control is not correctly set.
15. "ERROR 52" The printer has run out of ribbon or paper.	15. "ERROR 52" The printer has run out of ribbon or paper. If you are using the Autofeed option, this may also mean that the paper hopper is empty.

Problem Area: Trouble Indicator

Problem	**What To Do**
1. The Trouble Indicator on the Control and Indicator Panel is lit.	1. The system is "stuck". Remove the diskettes from the disk units, depress the Reset button, and start up the system again.

Problem Area: Keyboard

1. The keyboard does not respond to commands.	1. The system is "stuck". Remove the diskettes from the disk units, depress the Reset button and start up the system again.

Problem Area: Insert

1. You try to insert text but the attention bell rings and "ERROR" appears on the control line.	1. Check the vertical dimension setting and ensure that there are at least two blank lines at the bottom of the video page; reset if necessary.

Problem Area: Justify

1. Justify symbols do not appear on the video page when you execute a justify command.	1. Move the text so that there are at least four spaces in the left margin.

Problem Area: Printer

Problem	**What To Do**
1. The printer does not print when you give it a print command.	1. Check the following: a. That the carriage guide rails are not blocked by a foreign object. b. That the ribbon cartridge is not empty. c. That the "C" button of the carriage locking lever is pressed down firmly. d. That the cover is securely in place. Caution: Do not attempt to fix the machine yourself by lubricating any part of the printer mechanism, even if you feel sure that this will solve your problem. This service Must be performed by an authorized representative who has the proper lubricants in his tool kit. The use of the wrong lubricants can damage the printer and will void your warranty.

Problem Area: Printer (cont'd)

Problem	What To Do
2. Print quality is poor.	2. Examine the printwheel and clean or replace as necessary.
3. The printer does not skip the right number of lines when you are using continuous paper.	3. Reset the printer page setting accordingly.

Appendixes

Contents

Appendix A — Review Quiz A-1
Appendix B — Keyboard Layouts B-1
Appendix C — French Commands and Messages C-1

Review Quiz

Introduction

Congratulations on completing the AES Plus Training Course. The following quiz will let you find out how much you have learned. The answers begin on page A-8 with page references so you can review any areas you are not sure of.

Questions

This is a multiple choice quiz. Select the answer you think is most correct.

1. **The three main parts of the AES Plus Text Editor are**
   a. keyboard, upper disk unit, lower disk unit, video screen
   b. control console, program diskette, printer
   c. control console, program diskette, disk unit
   d. control, diskette, video

2. **You must never place objects beneath the control console because**
   a. the system may overheat
   b. you may forget them
   c. the keyboard may jam
   d. the power will not come on

3. **The typing keys are used to type text on the**
   a. keyboard
   b. program diskette
   c. video screen or video page
   d. file

4. **Should you take a diskette out of a disk unit when the in-use indicator is lit?**
   a. always
   b. only if it is a program diskette
   c. only when the system is off
   d. never

5. **You have started up the Plus but the video screen is still dark. What should you do first?**
   a. call your AES Representative
   b. push the trouble indicator
   c. take a break until the system warms up
   d. adjust the brightness control. If this does not work, depress the Reset button and start up the system again.

6. **Where is the on/off switch?**
   a. on the power panel at the back of the control console
   b. on the control and indicator panel
   c. next to the shift key
   d. to the right of the control line

7. **When inserting a program diskette to start up the system, the label should be**
   a. upside down
   b. up and nearest you
   c. near an open window
   d. written on only with a felt pen or soft pencil

8. The video screen displays only a portion of the video page.

a. true only if a file diskette is in a disk unit
b. never true
c. true
d. false

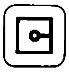
9. How do you know when the system is ready to accept a command?

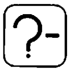
a. the screen turns green
b. the control line says "What's next?"
c. "OK" is displayed in the status section of the control line
d. the trouble indicator goes off

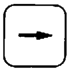
10. The mode section of the control line displays the following when the underline mode is set:

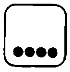
a. OK
b. ?
c. U
d. _

11. Which key do you use to repeat most characters?

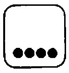
a. 

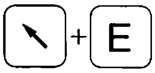
b. 

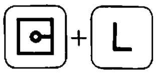
c. 

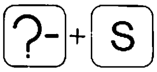
d. 

12. Depress the following key(s) to move the cursor to the space following the last character on the video page:

a. 

b. 

c. 

d. 

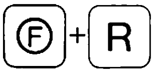
13. You just used the Spacebar to move the cursor to the right margin. What happened to the words on that line?

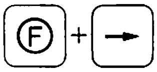
a. they were replaced with blank spaces
b. they were memorized
c. they were "wrapped around"
d. they were displayed in half-tone

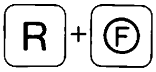
14. Depressing the Return key leaves the following symbol:

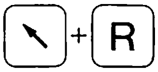
a. ◀
b. ▮
c. ?$
d. ▯

15. What is the command for setting the right margin?

a. 

b. 

c. 

d. 

16. You have typed a list of names using the indent tab. What should you do before typing at the left margin?
a. insert a sheet of paper in the printer
b. clear the indent tab
c. reset the system
d. reset the left margin

17. What is the normal character spacing setting if you plan to use a 12-pitch printwheel in the printer?
a. 7
b. 5
c. 6
d. 8

18. Why would you use a character spacing setting of 5 or 4 with a 10-pitch printwheel?
a. because the vertical dimension is set for 54
b. because the system will not accept 6 or 3
c. to space out the words
d. to squeeze more words onto a page

19. What is the correct setting for triple line spacing?
a. 12
b. 16
c. 24
d. 8

20. What is the vertical dimension setting for 8 ½" x 11" paper with a 1" top margin, a 1" bottom margin, and double spacing?
a. 54
b. 66
c. 33
d. 27

21. What are the three things you must know before you can calculate the horizontal dimension setting?
a. character spacing, paper width in inches, vertical dimension setting
b. line spacing, character spacing, margin widths
c. disk name, page width, character spacing
d. vertical dimension, horizontal dimension, system status

22. What is the horizontal dimension setting when the paper width is 8 ½", the character spacing is 5, and the vertical dimension is 83?
a. 80
b. 254
c. 112
d. 96

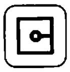
23. Word Wraparound means you don't have to
a. use the Return key at the end of every line
b. use the Spacebar between words or sentences
c. use the Tab key to move the cursor to a tab setting
d. use the Backspace key for "typo's"

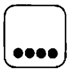
24. Connecting spaces (ˆ) are used to
a. separate paragraphs
b. indicate where the Return key has been depressed
c. prevent words or characters from being separated due to Word Wraparound
d. center titles

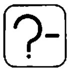
25. How do you protect a diskette against accidental erasure?
a. leave it in the envelope until you are ready to use it
b. place one of the special stickers on the no-erase notch
c. insert the diskette into the disk unit upside down
d. depress the Execute key twice before each command

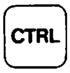
26. You can only access information on the file diskette currently in the
a. secondary disk unit
b. insert mode
c. upper disk unit
d. primary disk unit

27. Before performing a File function you must always depress

a.


c.


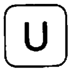
b.


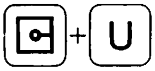
d.


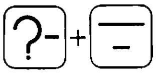
28. How do you make the upper disk unit the alternate unit?
a. select the lower disk unit as the primary unit
b. depress the Reset button
c. depress the "A" key
d. depress the "P" key

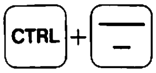
29. How do you know you have properly inserted a diskette into a disk unit?
a. the message "GOOD" is displayed on the control line
b. the in-use indicator comes on momentarily
c. the door closes automatically
d. the trouble indicator goes out

30. The underline mode is set by depressing

a.


c.


b.


d.


31. What does "E-O-T" mean?
a. every other time
b. except on Tuesdays
c. end of Text
d. end of tab

32. Which indicator goes out when the printer is out of ribbon?

a. Trouble
b. Power
c. Ribbon
d. Ready

33. What should you do before making revisions to one side of a side-by-side format?

a. set the margins to include only the side you are working on
b. erase the other side
c. set two indent tabs
d. clear the format line

34. What happens when you recall a page from a file diskette?

a. the in-use indicator remains on until you depress the Cancel key
b. the format line stays the same
c. a copy of the page is displayed; the original remains on the file diskette
d. the original is recalled so you must be sure to memorize the page again

35. What should you *never* do before reformatting text?

a. turn the system on
b. depress the in-use indicator
c. recall the text to be reformatted
d. reset the margin settings

36. Which key should you use to specify the breaking point when hyphenating a word?

a. B
b. H
c. ↓
d. ←

37. What is the minimum number of spaces you must leave to the left of the left margin when justifying text?

a. 3
b. 24
c. 80
d. 4

38. How many times must you depress the Execute key when updating the current video page?

a. once
b. twice
c. 3 times
d. 0

39. What happens when you delete the indent spaces from indented material?

a. the text moves to the left margin
b. the text moves to the right margin
c. the page is automatically updated
d. the next page of the Text is recalled

40. When using the move function, why is it necessary to depress the Execute key before using the cursor keys to move the text?
a. to "freeze" the amount of text you have selected
b. to let the system know you have reset the margins
c. to update the original before proceeding
d. to disable the keyboard

41. What is the easiest way to insert a blank line?
a. depress the Insert key and use the Spacebar to fill the line with spaces
b. move the text down one line with the move function
c. hold down the Control key and depress the Insert key once
d. erase the video page and retype the text

42. The file diskette being duplicated must be in
a. the secondary disk unit
b. the upper disk unit
c. the primary disk unit
d. the lower disk unit

43. What is a "target Text"?
a. the name given to a Text after it has been repaginated
b. the name given to the merged letters produced by the List function with Save option
c. the Text that receives all memorized pages
d. the first group of pages in the index

44. Why must the complete embedded printer command be underlined when it appears in the left margin?
a. the system will not recognize it
b. the text will be automatically underlined
c. the command will not be memorized
d. the spacing will be adversely affected at printout

45. When the system is in the echo mode, typed text is printed out immediately as well as being
a. displayed on the video page
b. automatically memorized
c. deleted
d. updated

46. When preparing envelopes with the list function, the system must be "told" which variables are not to be printed out. What is the best way of doing this?
a. erasing the unwanted variables
b. selecting the Save option
c. separating the wanted and unwanted variables with spaces
d. typing in a no-insert block symbol (■) on the standard envelope page for each unwanted variable

47. Which embedded command forces a new page during repagination?

a. ≡ *n*   c. ≡ *f*

b. ≡   d. ≡ *p*

48. **You start up the system and the video screen fills with 2's. What has happened?**
    - a. you used two program diskettes
    - b. you used a file diskette instead of a program diskette
    - c. you forgot to depress the Reset button twice
    - d. you did not wait two minutes before removing the program diskette

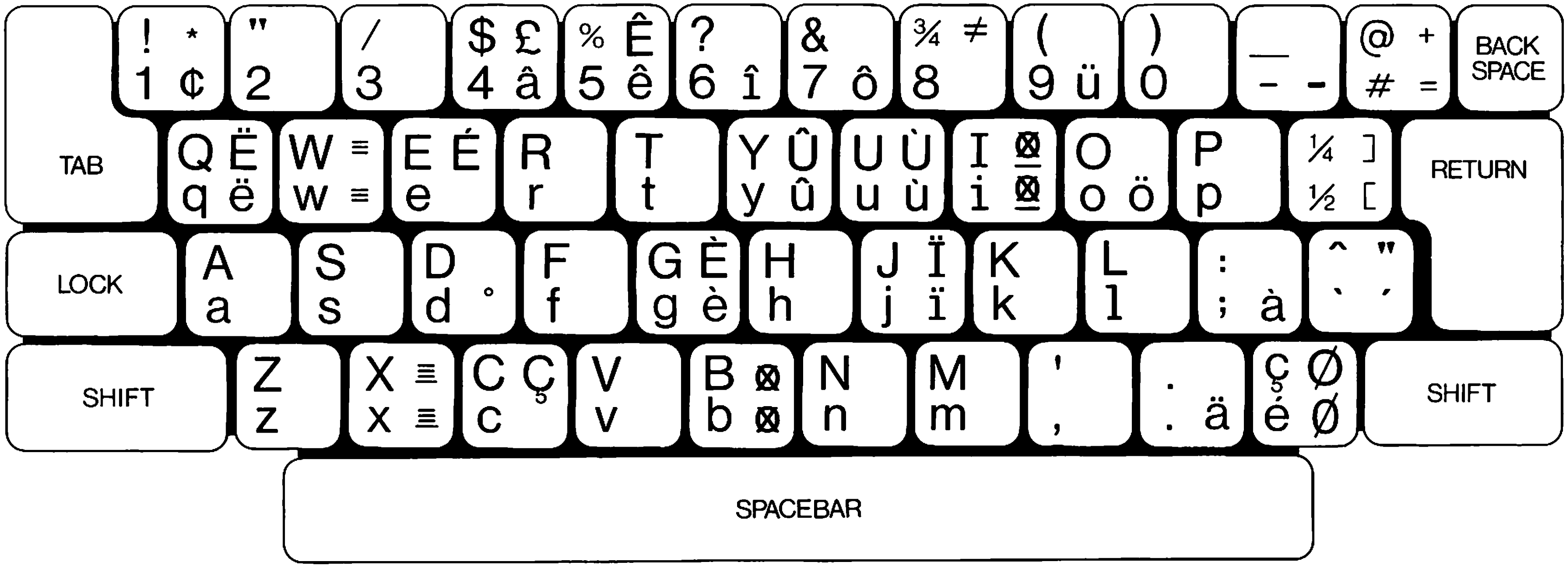
49. **You try to recall a page but "NOT READY" is displayed in the message section of the control line. What could be wrong?**
    - a. the file diskette is not in the primary disk unit
    - b. the disk unit door is not closed
    - c. the diskette is improperly inserted
    - d. all of the above

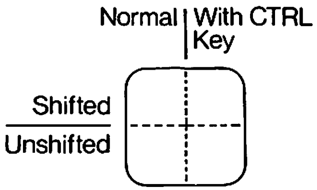
50. **What should you do when the Trouble Indicator lights and the keyboard is irresponsive?**
    - a. remove the file diskettes from the disk units, depress the Reset button and start up the system
    - b. turn the system off and call your AES Representative
    - c. depress the Cancel key
    - d. hold the Control key down and depress the Cancel key

Answers

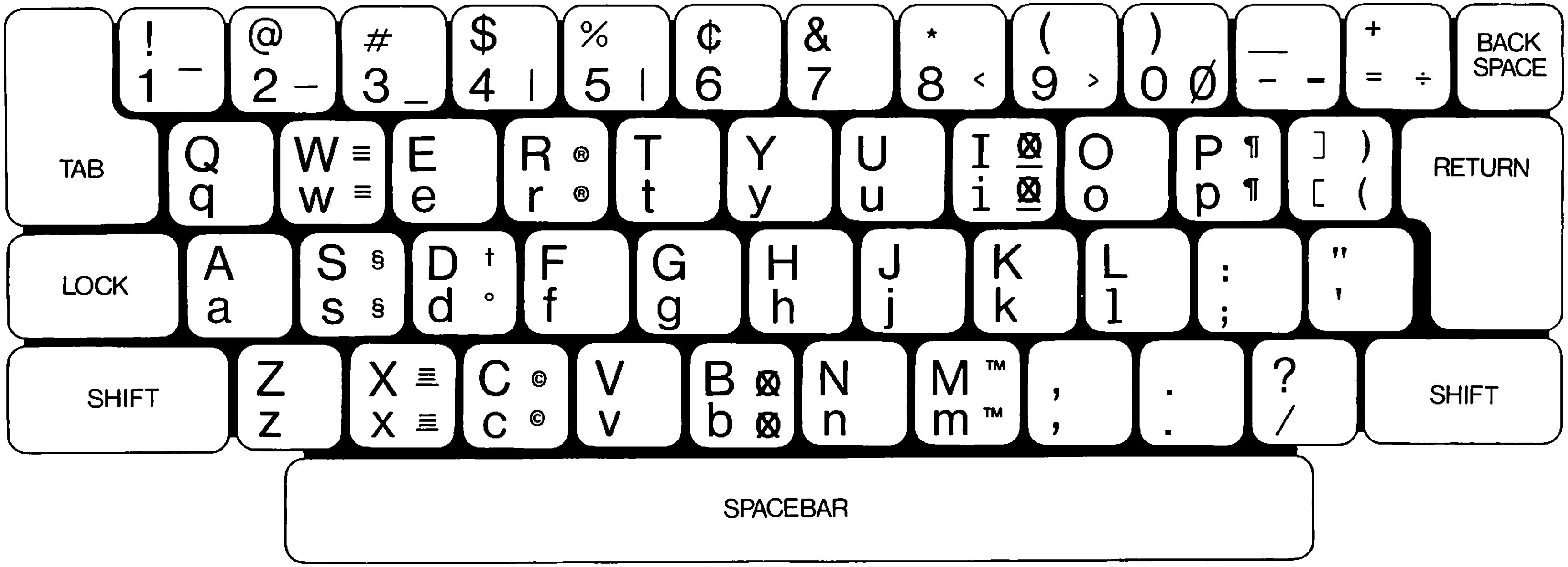
1. b (1-1)
2. a (1-2)
3. c (1-3)
4. d (1-4)
5. d (1-5)
6. a (1-6)
7. b (2-1)
8. c (2-2)
9. c (2-3)
10. d (2-3)
11. d (3-6)
12. b (2-6)
13. a (2-7)
14. a (2-7)
15. a (2-9)
16. b (2-10)
17. b (2-11)
18. d (2-12)
19. c (2-13)
20. d (2-17)
21. a (2-18)
22. d (2-20)
23. a (3-1)
24. c (3-2)
25. b (3-3)
26. d (3-4)
27. a (3-4)
28. a (3-4)
29. b (3-4)
30. b (3-7)
31. c (3-9)
32. c (3-12)
33. a (4-14)
34. c (4-1)
35. d (4-7)
36. d (4-8)
37. d (4-9)
38. b (4-10)
39. a (4-12)
40. a (4-13)
41. c (4-15)
42. c (5-1)
43. b (7-4)
44. d (6-1)
45. a (6-22)
46. d (7-5)
47. c (7-7)
48. b (9-1)
49. d (9-1)
50. a (9-3)

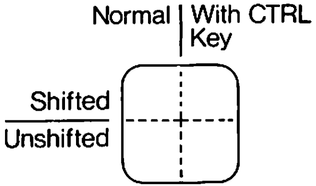
Canada bilingual


! * 1 ¢
" 2
/ 3
$ £ 4 â
% Ê 5 ê
? 6 î
& 7 ô
¾ ≠ 8
(9 ü
) 0
_ - -
@ + # =
BACK SPACE
TAB
Q Ë q ë
W ≡ w ≡
E É e
R r
T t
Y Û y û
U Ù u ù
I ⊠ i ⊠
O o ö
P p
¼] ½ [
RETURN
LOCK
A a
S s
D d °
F f
G È g è
H h
J Ï j ï
K k
L l
: ; à
^ " ` ´
SHIFT
Z z
X ≡ x ≡
C Ç c
V v
B ⊠ b ⊠
N n
M m
' ,
. . ä
ç Ø é Ø
SHIFT
SPACEBAR


Normal
With CTRL Key
Shifted
Unshifted

North America English


! 1 — @ 2 — # 3 _ $ 4 | % 5 | ¢ 6 & 7 * 8 < (9 >) 0 Ø — - - + = ÷
BACK SPACE
TAB
Q q W w ≡ E e R r ® T t Y y U u I i ⊠ O o P p ¶] [ ) (
RETURN
LOCK
A a S s § D d † ° F f G g H h J j K k L l : ; " '
SHIFT
Z z X x ≣ C c © V v B b ⊠ N n M m ™ , , . . ? /
SHIFT
SPACEBAR


Normal
With CTRL Key
Shifted
Unshifted

Introduction

The following is a list of the French language commands and messages and what they mean in English. You may need this information when working with one of the French Bilingual Programs.

Control Line & Format Line Symbols

Section of Control Line	Symbol Displayed	Meaning in English
Status	"OK"	Keyboard enabled for general use; ready to accept command
	"?"	System needs more information for command
	" "	Command being executed; keyboard disabled
Mode	"-"	Mode cleared
	"N"	Numeric mode set
	"I"	Insert mode set
	"M"	Uppercase mode set
	"_"	Underline mode set
Resource Condition	"d"	Available
	"p"	Unavailable
	"a"	Stopped
	"l"	Local (printer only)
	"o"	Echo (printer only)
Horizontal	"H"	Horizontal position/dimension
Vertical	"V"	Vertical position/dimension
Printer	"E"	Character spacing
	"I"	Line spacing
	"P"	Printer page
Format Line	"G"	Left margin
	"D"	Right margin
	"A"	Indent tab
	"T"	Tab
	"Z"	Bell zone

Command Messages

Command	Control Line Message	Meaning in English
∧	“INSÈRE”	Enter insert mode
CTRL + ∧	“INSÈRE LIGNE”	Insert blank line
⊗	“SUPPRIME CARAC.”	Delete character
CTRL + ⊗	“SUPPRIME LIGNE”	Delete line
CTRL + ⇦	“TRAIT D'UNION”	Hyphenate function
Ⓕ	“FORMAT”	Format functions
+ A	“ALINÉA”	Set indent tab
+ D	“DROITE”	Set right margin
+ E	“ESPACEMENT CARAC.”	Set printer character spacing
+ G	“GAUCHE”	Set left margin
+ H	“HORIZONTAL”	Set horizontal dimension
+ I	“INTERLIGNE”	Set printer line spacing
+ N	“ANNULE”	Clear format line
+ P	“PAGE IMPR.”	Set printer page size
T	“TAB”	Set tab
+ V	“VERTICAL”	Set vertical dimension
+ Z	“ZONE”	Set bell zone

Command Messages

Command	Message	Meaning in English
?-	"ÉCRAN"	Screen functions
+ E	"EFFACE"	Erase (amount)
+ T	"TOUT"	All
+ R	"RESTE"	Remainder
+ P	"PARAGRAPHE"	Paragraph
+ L	"LIGNE"	Line
+ M	"MOT"	Word
+ _	"___"	Underlining (amount)
+ ⊗	"SUPPRIME"	Delete (amount)
+ A	"ALINÉA"	Delete indent (amount)
+ J	"JUSTIFIE"	Justify (amount)
+ E	"EFFACE"	Erase justify (amount)
+ R	"REFORME"	Reformat
+ D	"DROITE"	Reformat right (amount)
+ G	"GAUCHE"	Reformat left (amount)
+ C	"CENTRE"	Center (amount)
+ D	"DÉPLACE"	Move (amount)

Command Messages

Command	Message	Meaning in English
+ P	“PLACE”	Set (parameter)
+ .	“TERM.”	Numeric terminator
+ #	“PAGE #”	Starting page no.
+ E	“EN-TÊTE”	Header Text
+ B	“BAS DE PAGE”	Footnote Text
+ C	“LISTE CIBLE”	List target Text
+ _ -	“_____”	Set/clear underline mode
+ M	“MAJUSCULE”	Set/clear uppercase mode
+ N	“NUMÉRIQUE”	Set/clear numeric mode
+ O	“ÉCHO”	Set/clear echo mode
+ L	“LOCAL”	Set/clear local mode
+ TAB	“TAB-A-BLOC”	Tab-to-block function
+ T	“TAPE”	Print video page

Command Messages

Command	Message	Meaning in English
⊡	"FICHIER"	File functions
+ ↓	"DISC INFÉRIEUR"	Set lower disk unit as primary
+ ↑	"DISC SUPÉRIEUR"	Set upper disk unit as primary
+ M	"MÉMORISE"	Memorize video page
+ J	"À JOUR"	Update video page
+ R	"RAPPELLE"	Recall
+ A	"ANNEXE"	Assemble
+ I	"INDEX"	Display index
+ ⊗	"SUPPRIME"	Delete page/Text/diskette
+ ∧	"INSÈRE"	Insert page/Text/diskette
+ F	"F-D-T"	End-of-Text
+ N	"NOMME"	Change name of page/Text/ diskette
+ D	"DUPLICATE"	Duplicate page/Text/diskette
+ T	"TAPE"	Print page/Text

Command Messages

Command	Message	Meaning in English
Print Options:		
C		Continuous (C)
R		Repeat copies (R)
N		Use starting page no. (N)
L		Literal (L)
T		Text (T)
E		Print with headers (H)
B		Print with footnotes (F)
CTRL + ⊡	"FONCT.EXT"	Extended functions
+ R	"RENUMÉROTE"	Repaginate Text
Options:		
V		Video (V)
A		Alternate disk unit (A)
P		Don't break paragraphs (P)
D		Half paragraphs (H)
L		Lines (L)

Command Messages

Command	Message	Meaning in English
+ L	"LISTE"	List function
Options:		
G		Save (S)
C		Continuous (C)
L		Literal (L)

Special Messages

	Message	Meaning in English
Error Messages:	"ERREUR"	Error
	"ILLÉGAL"	Illegal
	"EN OPÉRATION"	Used
	"INDISPONIBLE"	Not ready
	"F-D-T"	End-of-Text
	"INEXISTANT"	Not found
	"INDEX INCORRECT"	Bad index
	"DISQUE DÉFECTUEUX"	Bad diskette
	"COMPLET"	Full
	"ERREUR nn"	Error nn
Special Messages:	"ANNULE"	Mode cleared
	"À JOUR"	Page already memorized
	"SEGMENT DISPONIBLE"	Segments available (part of index)

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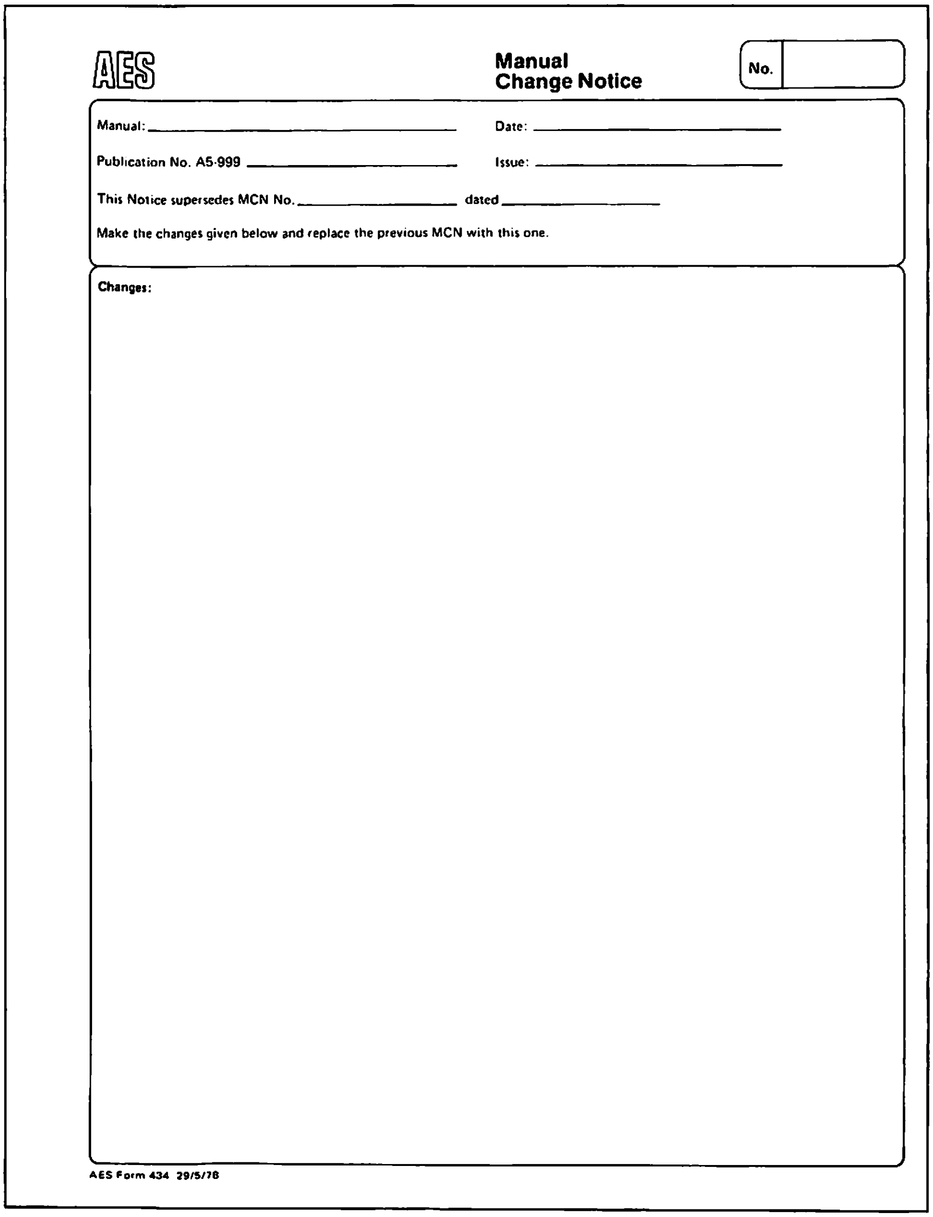
Manual Change Notice

Below is a Manual Change Notice with an MCN of "00". If ever changes are made in the contents of this manual, AES will send you MCN "01" and the replacement pages to be inserted in the manual. If more changes are made, more Manual Change Notices (02, 03, 04 etc.) and replacement pages will be sent to you.



AES

Manual Change Notice

No. ____

Manual: ____ Date: ____

Publication No. A5-999 ____ Issue: ____

This Notice supersedes MCN No. ____ dated ____

Make the changes given below and replace the previous MCN with this one.

Changes:

AES Form 434 29/5/78

Actual size 8½"x11"

AES PLUS 7 - PROPORTIONAL PRINTING PROGRAM
OPERATOR'S TRAINING AND REFERENCE GUIDE

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INTRODUCTION

Plus Proportional Printing gives printed text a professional typeset appearance. Smaller characters (e.g., i, j) and larger characters (e.g., W, M) don't take up the same space when printed. They "fit together" and balance with surrounding white space for better appearance and readability.

The Plus Proportional Printing program uses a special set of proportional printwheels. The program includes all standard word processing functions, as well as an expanded set of embedded printer commands. The system will work in Local or Echo modes, but printing will not be proportional

USING THIS TRAINING GUIDE

Use this self-paced training guide as you did the AES Plus Operator Training and Reference Manual. A training diskette with practice exercises is provided; use it along with the PRACTICE instructions given in this guide.

SYSTEM START UP WITH PLUS PROPORTIONAL PRINTING

Using the program diskette for Plus Proportional Printing, the system is programmed in the same way as for other programs.

BASIC PRINT COMMANDS WITH PLUS PROPORTIONAL PRINTING

Proportional Printing uses print commands which are slightly different from other programs:

CTRL + X + 7WA + Exec

?- + P + (Print Options) + Spacebar + W + □
Exec

⊡ + P + Name + Spacebar + (Print Options) + Spacebar + W + □
Exec

The "W" character key indicates that a proportional printwheel is being used.

Note that only the R# printing option can be used when printing from the screen. (For other options check the Plus Operator's Training and Reference Manual.)

EMBEDDED PRINTER COMMANDS

Five special embedded printer commands are provided with Plus Proportional Printing:

≡N Begin Nonproportional Printing

CTRL + X + N

≡A End Nonproportional Printing

CTRL + X + A

≡^ Align Text (connecting space)

CTRL + X + CTRL + spacebar

≡9W Assume Nonproportional Printwheel

CTRL + X + 9 + W

≡W Resume Proportional Printing

CTRL + X + W

Note: all other Plus embedded printer commands can be used with Proportional Printing.

Begin Nonproportional Printing Command

≡N The Beginning Nonproportional command is given at the beginning of material to be printed nonproportionally. A proportional printwheel stays on the printer. Character spacing setting remains as set in the format line.

End Nonproportional Printing Command

≡A The End Nonproportional Command is given at the end of material to be printed nonproportionally. Following this command, data is again printed proportionally.

PRACTICE: Begin and End

1. Install a proportional printwheel on your printer.
2. Insert the Plus Proportional Printing training diskette into the disk unit, and recall PROP.
3. Print PROP proportionally, making sure to enter the correct Basic Print Command.
4. Print PROP nonproportionaly, making sure to enter special embedded commands. Notice the difference between proportional and nonproportional printing. (Remember that initial embedded commands must be underlined if placed outside the body of the text. This doesn't apply to the second part of the command, in this case ≡A.)

For proper proportional printing, character spacing is normally set at 5 on the Control Line. (Increasing or decreasing the character spacing will spread out or shrink the line, but printing will remain proportional.) Lines with a greater number of small characters (e.g. i,j,l) will appear shorter when printed proportionally. Similarly, lines with a greater number of large characters (e.g. W,M,O) will appear longer when printed proportionally:

```
Nonproportional Lines     jilt jilt jilt jilt
                          WtPmoR WtPmoR WtPmoR


Proportional Lines        jilt jilt jilt jilt
                          WtPmoR WtPmoR WtPmoR
```

Notice above the difference in length between lines printed proportionally and nonproportionally.

Align Text Command

≡^ The Align Text Command makes sure lines of text are aligned properly. Look at the following list as it appears on the video page:

```
Header      Text line 1.
            Text line 2.
            Text line 3.
```

The list will appear the same when printed nonproportionally. But when printed proportionally, it looks like this:

```
Header       Text line 1.
            Text line 2.
            Text line 3.
```

Because the printed width of the characters in "Header" is not equal to the six spaces below it, the first line of text does not align with the next two lines.

In order to align text the ≡^ command must be entered on the video page this way:

```
Header      ≡^Text line 1.
            Text line 2.
            Text line 3.
```

or this way (with command underlined):

```
Header    ≡^Text line 1.
            Text line 2.
            Text line 3.
```

Note that if the Align Text Command is not underlined, two full empty spaces will be left on printout.

If several lists with data on the left side must be printed proportionally, more than one Align Text Command would be needed:

```
Header     ≡^Text line 1.
             Text line 2.
             Text line 3.
Header     ≡^Text line 4.
             Text line 5.
```

PRACTICE: Aligning Text

1. Recall MARKETS from the training diskette.
2. Enter Align Text Commands.
3. Print MARKETS proportionally.

When texts with lists (parts lists, catalogues, etc.) contain both letters and numbers ≡^commands as well as ≡N and ≡A commands are needed:

```
Computer Parts Revision

Micro 1.5=       ≡^≡NWkr 6,540.6≡A
Micro 2.6=       ≡^≡NPsr 2,622.1≡A
```

In the above, data on the right side of the list is printed nonproportionally. This ensures that decimal points, commas, numbers and spaces all take up the same width.

Without the ≡N and ≡A commands, the list would look like this:

```
Computer Parts Revision

Micro 1.5=          Wkr 6,540.6
Micro 2.6=          Psr 2,622.1
```

Assume Nonproportional Printwheel Command

≡9W The Assume Nonproportional Printwheel Command stops the printer at any point on a page to allow printing with a nonproportional printwheel:

a) The system reads the ≡9W command and stops printer.

b) The operator inserts a nonproportional wheel into the printer, and then presses the STOP/CONTINUE Command key.

c) The page is then printed nonproportionally, and the printer stops where ≡W (Resume Proportional Printing) is encountered.

d) The proportional printwheel is then put back into the printer, and the STOP/CONTINUE key is depressed. Text is again printed proportionally.

The ≡9W command can be used to change the look of a table or list appearing within the body of a text, or to reduce the number of ≡^commands in lists.

PRACTICE: Assume Non-Proportional Printwheel

1. Recall NOTICE from the Plus Proportional Printing training diskette.
2. Print the page proportionally, but print the list of components with a nonproportional 12-pitch printwheel. Note that ≡9W must be underlined in this example.

The ≡9W command placed in the list for NOTICE also ensures that the columns are properly aligned. You could not print both the text and list proportionally without entering alignment commands.

SPECIAL NOTES

There are several things you should keep in mind when using the Plus Proportional Printing program:

Justification

As mentioned earlier in this guide, lines with many large characters will appear longer on printout than they appear on the video page.

During justification, a line may sometimes be too long to be justified. If this happens, ERROR 53 appears on the Control line before the line is printed. You may continue printing by pressing the STOP/CONTINUE key, or may cancel the operation by pressing CTRL/CANCEL.

Centering

Lines centered on the screen may not be centered correctly when printed proportionally.

File Diskettes

Texts entered with Plus Prorportional Printing can be printed with other Plus program. The ≡^, ≡A, ≡N, ≡9W and ≡W commands won't be recognized and will therefore be printed.

Texts entered using other programs can be printed proportionally, but keep in mind that special embedded printer commands may be needed.

Printers

Different versions of the Plus Proportional Printing program are required for Qume and Diablo printers.

When printing nonproportionally, any of the existing Qume North American nonproportional wheels can be used.

Some characters which appear on the screen can not be printed with certain printwheels on the Diablo printer. Those which cannot be printed will be replaced by an underlined question mark (?).

For more details concerning QUME & DIABLO print styles and printwheels, consult your local AES Representative.

PROPORTIONAL PRINTING

*Start with a standard word processing program.

When printing normally, the printer will space over the same amount regardless of whether it has just printed the letter "i" or the letter "W", and because of this you may notice that wider characters appear squashed.

Proportional printing gives every character its own amount of space when printing. For example, an "i" takes up two increments and a "W" takes up 8 increments. This gives your document a professional, typeset appearance. The characters "fit together" and balance with surroundng white space for better appearance and readability.

This program is not a suitable one if you're using a lot of charts, tables or centered uppercase headings. It's great for straight text. Be sure to measure the importance of proportional printing before you use it as some time will have to be spent formatting the document.

1. Recall Alphabet and print it out using a normal program and a normal printwheel.

You'll notice that you've formed a block and all letters take up the same amount of room horizontally on the page.

2. Now reprogram with proportional printing and change your printwheel to a proportional wheel.

When printing in proportional all that is required is a space and the option W after your command and normal options.

```
e.g., SCREEN + PRINT + SPACE + W + EX
      FILE + PRINT + NAME + SPACE + T(ext) + SPACE + W + EX
      FILE + PRINT + NAME + SPACE + SPACE + W + EX
```

Note when file printing and no options are needed, you must space twice before the proportional option

3. Print out ALPHABET again, proportionally and note the difference.

"W" means wheel and lets the system know you're using a propotional wheel.

This wheel is different from a normal one because if the proportional characters were grouped together in the same manner normal characters are on a printwheel, it would be lopsided. For example, all the uppercase characters would be

PLUS 4 - SEARCH AND REPLACE
OPERATOR'S TRAINING AND REFERENCE GUIDE

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INTRODUCTION

Plus 4 Search and Replace can search for and replace a string of characters (words, sentences, part numbers, etc.) with another string of characters. It can operate automatically or you can go through a Text page by page and decide whether to replace an occurrence of the string, or delete it and go on to the next occurrence.

With Plus 4 Search and Replace you can

- Personalize and clarify contracts, leases, wills, and other standard documents.

- Update parts lists, technical specifications, reports and catalogues.

- Locate names, addresses, and personal information.

- Create cross-referenced indexes, terminology lists and footnote bibliographies.

- Reduce typing time for scientific papers having long words and formulas.

- Reduce editing and proofreading time for consistently mis-typed words and numbers.

- Facilitate product and project name changes in proposals.

- Do any job where the same thing has to be changed more than once.

USING THIS TRAINING GUIDE

Use this self-paced training guide as you did the AES Plus Operator Training and Reference Manual. A training diskette with practice exercises is provided so that input typing is not required; use it in conjunction with the PRACTICE instructions given in this guide. Remember not to go on to the next part until you feel fairly confident about the material just covered. Also remember that most of the regular error messages are still applicable.

SYSTEM START UP WITH THE SEARCH AND REPLACE PROGRAM

The AES Plus is started up with the Search and Replace Program the same way as with the standard word processing programs.

The Search and Replace Program also contains all the regular word processing functions.

PRACTICE: System Start Up

1. Remove the diskettes from the disk units.
2. Depress the RESET button.
3. Insert the Search and Replace Program diskette into one of the disk units and close the door.
4. When the in-use indicator goes out, remove the program diskette and insert the Auxiliary Training Diskette supplied with this training guide.

STRINGS

A string is a group of characters (numbers, letters and/or symbols). There are two types: search strings and replacement strings.

A search string is a group of characters you want to find. A search string will be found even if the words are split between several lines or are separated by varying numbers of spaces. For example,

The quick   brown fox jumped   over the lazy dog.

A replacement string is a group of characters that you want to take the place of the search string. If you specify the replacement string as nothing, then the search string is deleted.

The search and replacement strings combined cannot exceed 60 characters, and neither string can be more than 45 characters.

HOW TO SET THE SEARCH STRING

1. COMMAND

?-	+ S	+ S	+ S	+ string +	◫	+ □
SCREEN	S(et)	S(tring)	S(earch)		Stop/ Cont	EXEC

2. CONTROL LINE

"SCREEN SET STRING s█string█" appears in the message section. The search string is set when "OK" reappears in the status section.

HOW TO SET THE REPLACEMENT STRING

1. COMMAND

?-	+ S	+ S	+ R	string +	◫	+ □
SCREEN	S(et)	S(tring)	R(eplace)		Stop/ Cont	EXEC

2. CONTROL LINE

"SCREEN SET STRING r█string█" appears in the message section. The replacement string is set when "OK" reappears in the status section.

HOW TO SET THE SEARCH AND REPLACEMENT STRINGS

1. COMMAND

?-	+	S	+	S	+	S	+ search string +
SCREEN		S(et)		S(tring)		S(earch)	

◫	+	R	+ replacement string +	◫	+	☐
Stop/ Cont		R(eplace)		Stop/ Cont		EXEC

2. CONTROL LINE
"SCREEN SET STRING s█search string█r█replacement string█" appears in the message section. Both strings are set when "OK" reappears in the status section. Remember that the two strings combined cannot exceed 60 characters.

SCREEN FIND

The Screen Find function is used only when you want to find all occurrences of a string on the current video page. When the first occurrence is found, you can replace it with the replacement string, delete it, go on to the next occurrence of the search string, or cancel the Screen Find function.

Note that this function will find strings that are similar to the search string. For example, if the search string is "AES Plus" the system will find all occurrences of the following:

AES Plus
AES plus
AES PLUS
Aes Plus
AES Plus
AES PLUS etc.

The search string could even be "aes plus" and the system would still find all the above occurrences. These are called "similar matches". Later you will learn how to do "literal matches". For example, if the search string is "AES Plus" the system will not find "AES PLUS" or even "AES plus". That is, the system will only find those strings that match the search string exactly.

HOW TO USE SCREEN FIND

1. FILE
Recall the page to be searched.

2. COMMAND
Set the search and replacement strings.

3. COMMAND

?- + F + ☐

SCREEN F(ind) EXEC

4. COMMAND
The first occurrence of the search string is highlighted in half-tone. You can then do one of the following things:

R	replace the string with the replacement string and automatically go to the next occurrence of the search string.
⊗	delete the string and automatically go to the next occurrence.
TAB	go to the next occurrence of the search string.
☐	cancel the Screen Find function; do this when you want to insert something before or after the occurrence.

If the search string is not found, "NOT FOUND" appears in the message section of the control line.

PRACTICE: Screen Find

1. Duplicate the Auxiliary Training Diskette onto an empty file diskette.

2. Recall LEASE from the Diskette.

3. Set "lessor" as the search string, and "ABC Office Machines Limited" as the replacement string.

4. Give the Screen Find command and replace all occurrences of "lessor" with "ABC Office Machines Limited". Note that once you have replaced the last occurrence, the cursor automatically goes to the last line of the video page.

5. Repeat steps 2 and 3 with "equipment" as the search string, and "ABC Super Copier" as the replacement string.

6. Set "Super" as the search string, give the Screen Find command and delete all occurrences of "Super".

7. Repeat steps 2 and 3 with "lessee" as the search string and "Smith Computer Company" as the replacement string, only skip every other occurrence.

FILE SEARCH

The File Search function is used to find all occurrences of a search string in a memorized Text, and to replace them with a replacement string. The match can be similar or literal, and you can specify the number of matches you want made. You can go through the Text page by page and decide for each occurrence whether to replace it, delete it or skip it and go on to the next occurrence. Or you can let PLUS 4 go through the Text and replace all occurrences automatically. When using the File Search function a "target" Text is automatically generated with the replacements, deletions, etc., incorporated. The original Text is left intact for future reference.

HOW TO SET THE TARGET TEXT FOR FILE SEARCH

You must always set a name for the target Text before doing a File Search.

1. COMMAND

?- + S + T + name + □

SCREEN S(et) T(arget) EXEC

2. CONTROL LINE
"SCREEN SET TARGET name" appears in the message section.

HOW TO USE FILE SEARCH

1. COMMAND
Set the search and replacement strings.

2. COMMAND

CTRL ⊡ + S + Text name + SPACEBAR + options + □

CTRL/FILE S(earch) EXEC

The following options are available:

A = Automatic search and replace

Each occurrence of the search string is automatically replaced by the replacement string. All the searching and replacing takes place in the background which means you can recall other pages and do revisions in the foreground at the same time.

If this option is not selected, File Search works in the same basic way as Screen Find. That is, the first page of the Text is automatically recalled to the video page with the first occurrence of the second string highlighted in half-tone. You can replace, delete or skip it and then go on to the next occurrence. If you want to do something other than replace, delete or skip - such as insert - when you come to an occurrence, you must cancel the function. To continue the search, repeat the File Search command specifying the next page of the Text to be searched.

When you are finished with the last occurrence on the page, a new page is automatically generated under the target Text name with your changes incorporated. The next page of the original Text is then automatically recalled and the same procedure is repeated. All this takes place in the foreground.

L = literal
Only literal matches are made; that is, only those strings which match the search string exactly are found. If this option is not selected only similar matches are made.

N ##= cancel the File Search function after ## (99 max.) matches.

3. CONTROL LINE
"EXT FUN SEARCH (Text name) (options)" appears in the message section.

PRACTICE: File Search

1. Set the target Text as "NEW". Find all occurrences of "Ernest" in the Text PRACTICE and replace them with "Fred". Use the File Search command with the Automatic option.

2. Delete the Text PRACTICE from the diskette.

3. Set the target Text as NEW1. Check every occurrence of "Fred" in the Text "NEW" to ensure that each occurrence fits the context. Do this by using the File Search function without automatic option, and skipping each occurrence with the TAB key.

NOTE: You can also check the occurrences in the new Text without creating a target Text by using the Screen Find function, but it is necessary to recall each page first.

4. Set the target Text as "NEW2". Replace all occurrences of "He" in NEW1 with "Our hero". Use the File Search function with the literal option since you don't want to find "the", "there", "Theobald", "hesitate", etc.

Note that in several places "Here" is found, which of course you do not want to replace. For this reason you should be careful when automatically replacing certain types of words and phrases in different contexts. Always make sure the replacement string will make sense in its new context.

5. Delete Text NEW1.

6. Set the target Text as NEW3. Delete the first 3 occurrences of "Dr." from NEW2 using the automatic option. Be sure you include a space before or after "Dr." when setting the search string.

7. Delete Text NEW2.

8. Find every occurrence of "Skinner" in NEW3 to make sure just the first three occurrences of "Dr." were deleted.

AES PLUS 5 - LINE DRAWING PROGRAM
OPERATOR'S TRAINING AND REFERENCE GUIDE

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INTRODUCTION

The Plus Line Drawing Program provides an effective method of drawing horizontal and/or vertical lines by using the cursor movement keys. Vertical lines can be drawn downwards or upwards, and horizontal lines can be drawn from left to right or vice versa. Lines are drawn or erased at the normal operating speed of cursor movement.

The Plus Line Drawing Program lets you:

- Design, Draw and Memorize outlines for standard forms, lists, tables, charts etc.

- Outline any piece of information (scientific or mathematical specifications, etc.).

USING THIS TRAINING GUIDE

Use this self-paced training guide as you did the AES Plus Operator Training and Reference Manual. Read the material carefully before trying the PRACTICE exercises in the guide. No training diskette is required for the Plus Line Drawing Program, but a working diskette should be kept handy.

SYSTEM START UP WITH THE PLUS LINE DRAWING PROGRAM

The Plus Line Drawing Program performs all standard word processing functions. The system is started up as with other programs. Insert the Line Drawing diskette into the primary disk unit and depress the reset button. Before removing the diskette, wait for the in-use indicator to go on, then off.

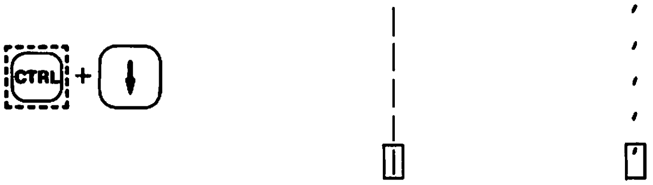
HOW PLUS LINE DRAWING WORKS

With the Plus Line Drawing Program, lines can be drawn or erased by using the Control Command Key and Directional Cursor Keys at the same time. Precise line intersections and continuous vertical lines do not appear on the screen, but are clearly shown on print-out. The line spacing must be set at 8 and the character spacing must correspond to printwheel. All lines are drawn according to the movement of the lower left corner of the cursor. Imagine the left corner as a point of a pencil, with lines connecting the points.

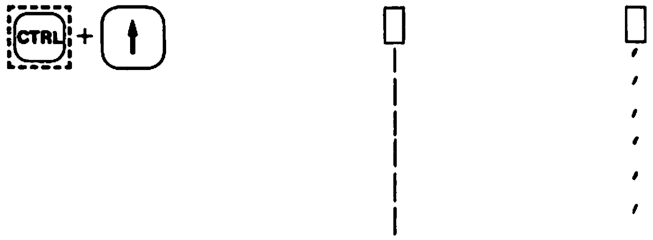
Note: Line drawing keys cannot be used outside the margins or in Local, Echo, Insert or Numeric modes. If you try to do so, the bell sounds and ILLEGAL is displayed on the control line.

DRAWING VERTICAL LINES

A column of left vertical bars (aigu accents on Multilingual and Bilingual systems) may be drawn or erased on the screen by entering CONTROL + DOWN or UP Directional Cursor Key:



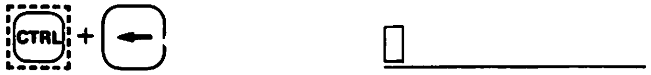
The cursor moves down one line and then a vertical bar (or aigu accent) is displayed at the cursor position.



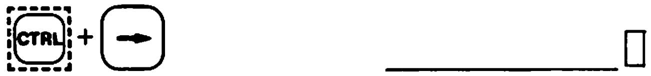
A vertical bar (or aigu accent) is displayed and then the cursor automatically moves up one line. The vertical bars or aigu accents are printed as a continuous vertical line. Note that you can't draw a vertical line on the screen on the right margin.

DRAWING HORIZONTAL LINES

Horizontal lines are drawn as a sequence of underscores from left to right or right to left. The line is drawn or erased on the screen by entering CONTROL + LEFT Directional Cursor Key or CONTROL + RIGHT Directional Cursor Key:



The cursor automatically moves one position left and an underline is displayed at the cursor position.

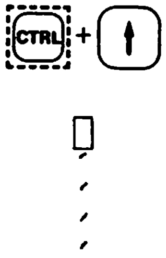


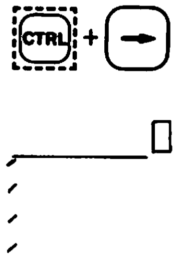
An underscore is displayed on the screen and the cursor automatically moves one position right.

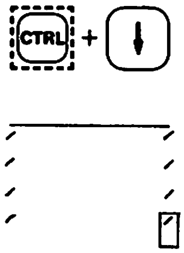
DRAWING BOXES

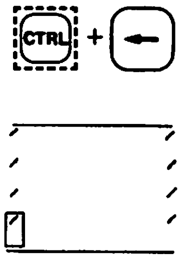
By entering a horizontal line-drawing character perpendicular to a vertical one (or vice versa), a corner is formed.

The following illustrations show one of the ways to draw a box with the Plus Line Drawing Program:

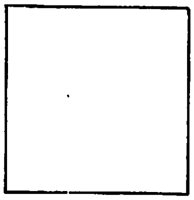








'Figure (d) is printed as below:



ERASING LINES AND BOXES

Lines and boxes are erased by retracing them with the line drawing keys (i.e. vertical line drawn from top to bottom will be erased by retracing the cursor from bottom to top). A line is erased according to the movement of the lower left corner of the cursor.

Horizontal line-drawing characters do not affect vertical ones, and vice versa. Both may exist in the same character position. The removal of one will not affect the other.

PRACTICE: Drawing Boxes

1. Following the example shown above, draw a box on the video page, print it and then erase it.
2. Draw another box, this time starting with a horizontal line moving from right to left. Starting with a vertical line moving from top to bottom of the screen, draw another box to overlap the first. Print the overlapped boxes, then erase them.

Note that corners are well-defined on printout. Note also that when a line-drawing character is displayed on the screen and spaces are displayed, a carriage return is placed at the right margin. This limits distortion from word wraparound when insertions and deletions are made within text.

DRAWING LINES WITH TEXT

Characters at the cursor will be overwritten by the vertical line drawing character.

For example, in the line:

a b c d e

If a vertical line is drawn through 'd', it will be replaced by '|' and the line becomes:

a b c | e

If a horizontal line is drawn under 'd', the 'd' will not be erased and the line becomes:

a b c d̲ e

The horizontal line-drawing function underlines all characters, including special characters. Remember that the function of some special characters changes when underlined. The characters which change function when underlined are:

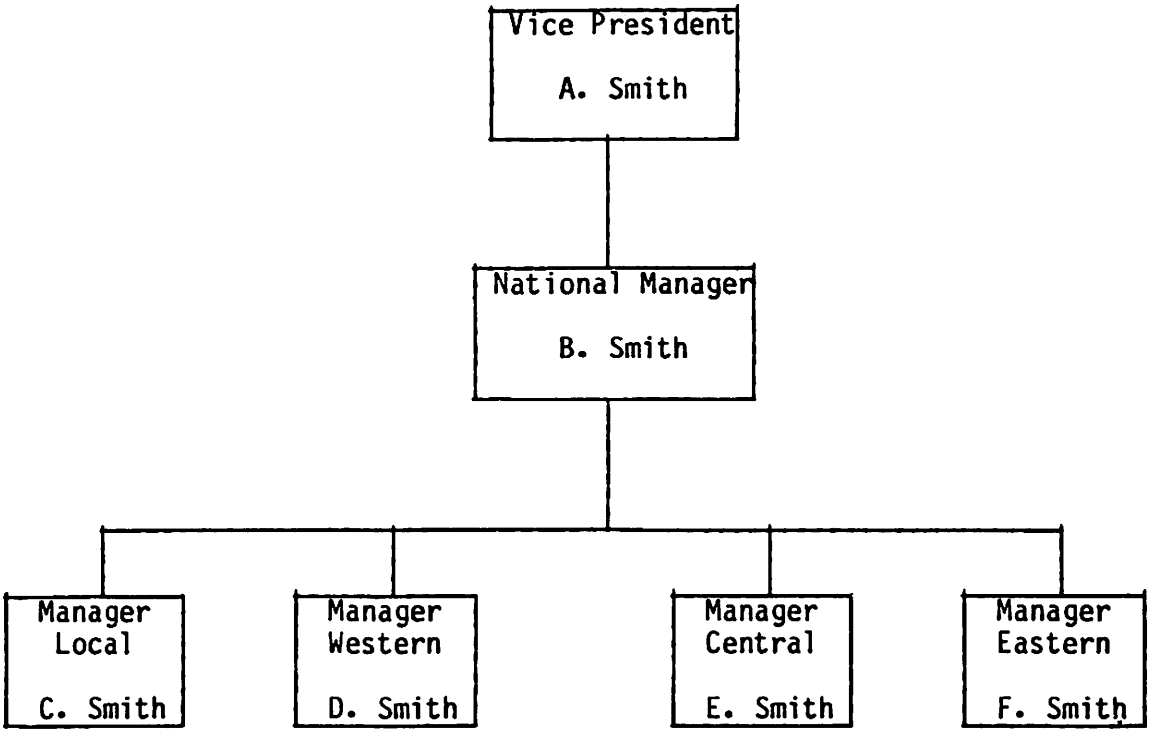
▯ (CTRL + B) underlined is equal to ▯̲ (CTRL + I)
≡ (CTRL + W) underlined is equal to ≡̲ (CTRL + X)

SOME APPLICATIONS FOR DRAWING LINES WITH TEXT

Plus Line Drawing can be used for making a variety of lined and boxed forms that require text.

Flow Charts

A simple organizational chart might look like this:


Vice President
A. Smith
National Manager
B. Smith
Manager
Local
C. Smith
Manager
Western
D. Smith
Manager
Central
E. Smith
Manager
Eastern
F. Smith

Note that margins must be reset to center text within boxes.

Standard Forms

Standard forms can be drawn and memorized along with block symbols. This allows easy entry of information with Tab-To-Block function. For example, look at the following portion of a typical invoice:

A to F Smith Limited			INVOICE
Sales Order No. ▯	Customer No. ▯	Invoice Date M D Y ▯ ▯ ▯	Invoice No. ▯
SOLD TO ▯		SHIP TO ▯	

Note that no-insert block symbols (▯) are used to avoid distortion or "scrambling" of the form.

Various boxes within Text

To draw boxes or vertical lines within a larger body of text, embedded printer commands may be necessary to change the line spacing for the text. For example:

Dear Sir:

We are forwarding the following specification table you require to finish your project:

FORM 1	FORM 2
Specifications	Specifications
A. 2.8	A. 5.3
B. 7.1	B. 6.2
C. 6.2	C. 6.7
D. 4.5	D. 8.5

If you need further assistance, please contact us at your convenience.

Sincerely,

A to F Smith Ltd.

PRACTICE: Drawing Lines With Text

The text in the above letter is double-spaced. Remember that a line spacing of 8 (single spacing) is required to draw vertical lines. Many letters and other text are not printed with single spacing.

1. Draw a simple form of your own design, including box headings. Note that you may have to adjust the Horizontal Dimension to fit your form.

2. In each box enter no-insert block symbols in the positions where you want text to begin. Memorize your form on a working diskette.
   Remember that depressing the CONTROL Command Key and the "I" key creates no-insert block symbols.

3. Using the normal Tab-To-Block command, move the cursor from one box to another, entering any information you wish. Print your form. Note that text inside boxes will not wrap around. The cursor must be moved manually to avoid erasing lines. If you put your margins inside the vertical lines and don't type on the bottom line, normal text entry can be done.

4. Copy the above letter with table. Print it.
   Make sure to enter the proper embedded printer commands to single space the box (≡nnv where nn represents 1-99, and ≡v to end command).

AES PLUS 6 - SELECT-A-TEXT PROGRAM
OPERATOR'S TRAINING AND REFERENCE GUIDE

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INTRODUCTION

The Select-A-Text Plus 6 program includes three special functions: Glossary, Assemble Block and Overlay Block. These functions will help you create a wide variety of documents that contain standard pieces of text. Common phrases, difficult-to-spell words, standard paragraphs, technical terms and formulae are entered once through the keyboard and can be put on the screen at any position, any number of times.

The Glossary Function allows you to recall memorized character strings (e.g. words, phrases) and enter them instantly into the text you're typing.

The Assemble Block Function allows the assembly of blocks of data (e.g. paragraphs) to construct standard letters, reports or whatever.

The Overlay Block Function allows you to place a form outline over data already on the screen. This is useful in the preparation of long lists of data.

USING THIS TRAINING GUIDE

Use this self-paced training guide as you did the AES Plus Operator Training and Reference Manual. A training diskette with practice exercises is provided; use it with the PRACTICE instructions given in this guide.

SYSTEM START UP WITH THE SELECT-A-TEXT PROGRAM

In addition to the special functions, the Select-A-Text Plus 6 program performs all standard word processing functions. Using the program diskette for Select-A-Text Plus 6, the system is started up in the same way as for other programs.

GLOSSARY FUNCTION

The Glossary Function is used to bring any pre-memorized piece of text to the screen at any cursor position. These pieces of text (called 'Glosses') can be entered on any text you're typing.

Preparing A Glossary Text

A Glossary text consists of a number of Glosses memorized on a file diskette.

A Gloss consists of two solid block characters, followed by a Gloss Name, a Separator and the Gloss Character String:

██gl Glossary Function

Solid block characters are created by depressing CONTROL H. On North American systems, CONTROL Z may also be used.

The Gloss Name is up to 15 characters in length. Carriage returns, colons and double block characters cannot be included. Most accented characters in the Gloss Name are treated as if they were unaccented. It makes no difference if characters in the Gloss Name are underlined or not, or if they are uppercase or lowercase.

The Separator can be a carriage return symbol (◀), but is usually a blank space created by the spacebar.

The Gloss Character String consists of any sequence of characters except a pair of block characters.

A Glossary Text might look like this:

██fl Flycatcher ██com commonly known as ██nut Nuttalornis borealis ██emp Empidonas hammondi ██myio Myiodynastes luteiventris

Note that a space must be put after each gloss, before the next double block characters.

Glosses may cross a page boundary, but double block characters (■■) must be on the same line and page as the Gloss Name.

Glosses used most often should be placed near the beginning of the Glossary Text.

PRACTICE: Preparing a Glossary Text

1. Clear the Format Line.
2. Set the left margin at 10 and the right margin at 70. Type in the above Glossary Text starting with "flycatcher", "commonly known as", etc.
3. Memorize the text on a file diskette as BIRD.

It doesn't matter where the margins are set in preparing a Glossary Text. A wider video page will simply allow the entry of more glosses if the space is needed.

If a Gloss ends at the right margin, make sure you enter a space on the next line before the double block characters.

HOW TO USE THE GLOSSARY FUNCTION

The special command needed to put the Glossary Function into operation is:

[?-] + [S] + [①] + Glossary Text Name + [□]

SCREEN S(et) EXEC

In the above command, F1 represents the bottom key of the 5 keys to the left of the keyboard.

Once the Glossary Function is in operation, enter the following when you wish a gloss to appear on the screen:

Gloss Name + [①]

After a Gloss appears on the screen, the cursor jumps a space (2 spaces if the Gloss ends in a period) and is ready for the operator to continue typing or enter another Gloss.

Glosses brought to the screen will wraparound to the next line if necessary, respecting the page format.

PRACTICE: Using The Glossary Function

1. Make sure the file diskette with BIRD is located in the disk unit.
2. Key the command to put the Glossary Function into operation. Set the Glossary Text Name as BIRD.
3. Set the left margin at 10 and the right margin at 70. Also set the line spacing at 16.
4. Type the following text, using the Glossary Function to enter Glosses from the text BIRD. (It would be a good idea to print BIRD for a list of the Gloss Names.):

> Bird Watching Club
> Field Trip Report
> On the recent field trip, the club photographed three distinct examples of the Flycatcher: the Nuttalornis borealis, commonly known as the Olive-sided Flycatcher, the Empidonax hammondi, commonly known as Hammond's Flycatcher, and the Myiodynastes luteiventris, commonly known as the Sulphur-bellied Flycatcher.
> Both the Myiodynastes luteiventris and the Empidonax hammondi have been photographed before. The Nuttalornis borealis was photographed for the first time.

(Only one Glossary Text can be used at a time. If you wish to change the text, repeat the command to start the Glossary Function, this time using the new text name. If the text name or Gloss Name entered does not exist, "NOT FOUND" will appear on the Format Line and the system will sound a bell.)

Glosses cannot be brought to the screen outside of margins.

The Glossary Function can be used with Numeric, Insert, Uppercase and Underline modes, but <u>not</u> in Local or Echo modes.

ASSEMBLE BLOCK FUNCTION

The Assemble Block Function is used to recall formatted data to the screen. This function works the same way as the Plus 3 Building Blocks program. Texts memorized for use with the Building Blocks program can be used with this Select-A-Text function.

PREPARING AN ASSEMBLE BLOCK TEXT

Assemble Block Texts consist of a number of Assembly Blocks. Each begins with two solid block characters, an Assembly Block Name and the Assembly Block data. The Assembly Block Name can consist of from 1 to 12 of the characters A-Z, 0-9, #, /, -. It doesn't matter if letters are uppercase, lowercase, underlined or not. (Note that with the Building Blocks program, block names MUST be uppercase.) A separator (.) and numerical suffix (up to 99) can be added to the block name. The following are examples of Assembly Block Names:

```
██intro
██para1
██p2
██clause/101-B.99
```

Each Assembly Block Name must be followed by an end-of-paragraph symbol (carriage return) and nothing else. It is not necessary to leave blank lines between block data and block names. If you do, they become part of the block data.

Assembly block data may contain any sequence of characters except pairs of solid block characters.

Note that it is best to start each block at the left side of the video page (character position 1) since spaces to the left of the margin would also become part of the block data.

USING THE ASSEMBLE BLOCK FUNCTION

1. FORMAT
Set up the format for the page that will receive the Assembly Blocks (e.g. paragraphs) that have been prepared; the margins and horizontal dimension should be able to accomodate the blocks.

2. VIDEO PAGE
Move the cursor to the character position and line where the block will begin when asssembled.

3. COMMAND

⊡	+	A	+ Text Name + SPACEBAR + Assembly Block Name +	□
FILE		A(ssemble)		Exec

4. VIDEO PAGE
Assembly Block data appears on the screen beginning at the cursor position regardless of margin position or system mode (Insert, Numeric, Uppercase, etc.). Characters to the right of the screen or below the screen will be cut off.

5. COMMAND
Step 3 above places the system in a special "assemble mode" so that additional Assembly Blocks (e.g. paragraphs) can be assembled by positioning the cursor (if necessary) and entering the following command:

Assembly Block Name + EXECUTE

When you are finished assembling, depress the cancel key to exit from the Assemble Block function.

Note that Assembly Blocks could be put on the screen as Glosses by the Glossary Function. Similarly, Glosses could be put on the screen by the Assemble block Function if the format is compatible (e.g. Glosses could be arranged vertically with the Character String on the line following the Gloss Name).

PRACTICE: How To Use The Assemble Block Function

1. Insert the Plus 6 training diskette into the primary disk unit. Recall PARAGRAPHS to see how the Assembly Blocks have been prepared.
2. Erase the video page and set the left margin at 10 and the right margin at 70.
3. Prepare a letter using today's date to:

Mr. J.J. Badger
3528 Beavertail Drive,
Vancouver, B.C.

4. Assemble the following blocks from PARAGRAPHS to the video page:

▮▮p.0
▮▮p.2
▮▮p.5
▮▮p.6
▮▮p.8

Note that the name of each block is displayed on the control line as it is assembled.

5. Memorize the letter as BADGER.
6. Print out the letter.

OVERLAY BLOCK FUNCTION

The Overlay Block Function allows the "masking" of data on the screen with a boxed or lined form. Data already on the screen is not erased where spaces or carriage returns (◀) appear in the Overlay Block.

Overlay Blocks can be entered on the screen either with the Assemble Block Function or the Glossary Function commands.

PREPARING OVERLAY BLOCKS

An Overlay Block consists of two solid block characters, an Overlay Block Name, a colon (puts the system in the Overlay mode), and Overlay Block data:

▮▮form1:

Parts List

≡8v≡p

Quantity	Description	Price Per Unit	Total

≡v≡&

The Overlay Block Name consists of no more than 15 characters. If the Glossary Function is used, Gloss Name rules apply. If the Assemble Block Function is used, Assembly Block rules apply.
Overlay Block data must begin on the line following the Block Name, and cannot include a pair of solid block characters.

The ≡8v and ≡v embedded commands make sure the form will be printed in single spacing. This way, broken vertical lines are avoided. The ≡p and ≡& embedded commands ensure the form will be protected and not broken up on more than one page during repagination.

Overlay Block data should be entered from character position 1 on the video page. If not, remember that all spaces to the left of the margin will appear on the screen as the Overlay Block when it is used.

HOW TO USE THE OVERLAY BLOCK FUNCTION

1. Prepare an Overlay Block, name the text and memorize it.
2. Take note of the character positions where data will appear in the Overlay Block.
3. Erase the video page and place tab settings at character positions previously noted. Enter the data using the Tab key as an aid.
4. Use the Assemble Block or Glossary commands to "mask" data with the Overlay Block.

PRACTICE: How To Use The Overlay Block Function

1. Recall OVERLAY from your training diskette to see how the Overlay Block "widget" has been prepared.
2. Erase the video page and place tabs at character positions 2, 16, and 45.
3. Enter the following data on the video screen, using the Tab key as an aid:

WIX-70	Purple eye widget set	1.20
WID-48	Polka-dot three piece	3.10
WXX-22	Circular, snapped-up red	2.05
WIG-114	Flat bottom spray gloss	1.67
WDD-200	Rotorooter with coverspam	4.16
WXL-118	Black weave toe widget	3.42

4. Use the Assembly Block command to mask data with Overlay Block "widget".
5. Memorize the final product as PARTS LIST, print it.

LIST/MERGE - TIPS CONTINUED

Situation: Address lists, typed vertically, take up a great deal of space on a disk.

Solution: Prepare your address lists in a horizontal format and use the List function to merge the addresses into individual letters or envelopes.

1. Type an address list using the format shown on the next page. Notice how each section of every address starts at the same character position, i.e. all names begin at character position 1, all streets at character position 25, etc. A salutation has also been included for each address.

A Control/B (⊠) has been inserted th the end of each variable block of information.

2. When you wish to use your address list to prepare letters or envelopes, prepare your format pages as follows. Remember that your format page always has the same number of blocks as one address in your address list.

LETTER FORMAT

(This format should be used for letters where the salutation is to be inserted.)

⊠▲
⊠▶
⊠▶
⊠▶

Dear ⊠

ENVELOPE FORMAT

(This format can be used in instances where no salutation is required. Note the use of Control/I to block the insertion of the last variable.)

⊠
⊠
⊠
⊠⊠

3. Using the List function, merge the address into the required format.

LIST/MERGE TIPS

- Your form letter and the variable page must contain the same number of block symbols.
- Ensure that your variables are in the proper order.
- Use a CONTROL/RETURN when a block sysmbol is the last character of a line so that a carriage return symbol is not typed. if a carriage return is typed after the last control B an extra line will merge into your letter.
- If you have accidentally put in a carriage return after your last block symbol, do not use the spacebar to remove the carriage return. Use the backspace key, to put in a matrix dot. If a blank space was left in, an extra space would merge in at the start of the following address.
- The vertical dimension on your standard letter page should be set to allow room for the List/Merge to take place. The system automatically enters the insert mode so you must ensure that the vertical dimension is long enough to be able to insert the variables.
- The standard letter and variable page(s) must be separate texts.
- There are 2 ways of doing a List/Merge:

  (a) List and print immediatley
  (b) List and Save

REMEMBER: If you are using the Save option you must set a target text.

Because listing is a foreground function, the Save option is a time saver in that it takes less time to merge a standard letter with a variables text and have the system memorize, than it takes to merge the two and have the system print immediately. Once they are memorized on disk, you may file print and make use of the screen for other work.

LIST/MERGE - TIPS CONTINUED

SAMPLE ADDRESS LIST

```
Mr. N. L. Caplan      ⊠923 Willow      ⊠Coquitlam B.C.          ⊠≡1        ⊠Sir         ⊠
Mr. T. G. Smith       ⊠12 14th St.     ⊠Burnaby, B.C.           ⊠C4R 4W4   ⊠Mr. Smith   ⊠
Mr. N. K. Adams       ⊠89 River        ⊠Surrey, B.C.            ⊠H3R 5T6   ⊠Mr. Adams   ⊠
Mr. K. N. Jones       ⊠94 13th St.     ⊠Delta, B.C.             ⊠H7B 9L0   ⊠Mr. Jones   ⊠
Mr. L. R. Morris      ⊠458 Vine        ⊠W. Vancouver, B.C.      ⊠≡1        ⊠Sir         ⊠
Miss. T. W. Ryan      ⊠568 Bower       ⊠W. Vancouver, B.C.      ⊠O1P 9U4   ⊠Miss. Ryan  ⊠
Ms. T. B. Donald      ⊠543 13th Ave.   ⊠Surrey, B.C.            ⊠V8C 4W4   ⊠Madam       ⊠
Mr. M. D. Shawn       ⊠90 Thurlow      ⊠Coquitlam, B.C.         ⊠V5K 2R8   ⊠Mr. Shawn   ⊠
Mr. D. M. Mauro       ⊠678 Ritchot     ⊠W. Vancouver, B.C.      ⊠V5K 2S8   ⊠Mr. Mauro   ⊠
Mr. B. F. Frew        ⊠124 Miller      ⊠Vancouver, B.C.         ⊠V5H 2Y5   ⊠Mr. Frew    ⊠
Mr. L. W. Richards    ⊠90 Yew          ⊠Vancouver, B.C.         ⊠H3B 4N8   ⊠Sir         ⊠
Mr. M. W. Burt        ⊠976 Georgia     ⊠Lynn Valley, B.C.       ⊠≡1        ⊠Mr. Burt    ⊠
```

SITUATION:

Not all addresses have the same number of lines. For instance, some addresses may not have postal codes.

SOLUTION:

Prepare your address lists using the columnar format. If a field is blank, insert a CTRL/X 1 symbol (inhibit line feed) in that field.

AES

WHEN YOU TALK TO AES:

The following AES employees can be reached at **423-3694.** Our Receptionist will connect you with the correct line.
(Note that our Service Department has its own number.)

BRANCH MANAGER:	Ed Pearce	
EDUCATIONAL SERVICE REPRESENTATIVES:	Shirley Young	(Education Supervisor)
	Gisele Vachon	
	Cathy Feraco	
	Nancy Farquhar	
	Jan Boehm	
ADMINISTRATION:	Kathy Woods	(Administration Supervisor)
	Shirley Trott	(Supplies)
	Kristy Hollingshead	(Education Administrator)
SALES MANAGER:	June Donaldson	
SALES REPRESENTATIVES:	Bob Shook	(Government)
	Gordon Campbell	(Arch./Eng.)
	Linda Halen	(Legal)
	Bruce Roberts	(Government)
	George Coulter	(Fed. Government)
	Catherine Coleman	(Commercial)
	Jim Eadie	(Commercial)
	Robert Leggo	(Commercial)
	Laurie Scarlett	(Commercial)
	Glenn Hay	(Commercial)
	Nick Bush	(Commercial)
	Steve Hobart	(Commercial)
SERVICE DEPARTMENT:	428-7784 / -7785 / -7786	
SERVICE MANAGER:	Wayne Kwan	
SERVICE TECHNICIANS:	Joanne MacLeod	(Service Secretary)
	Janet Logan	(Service Administrator)
	Eric Connolly	(Service Supervisor)
	Jim Ellis	
	Kelly Knight	
	Ed Bootsma	
	David Marcinek	
	Lung Seto	
	Paul Malbeuf	
	Paul Tom	
	Aaron Hubick	
	Richard Belsek	

USE OF THE "CONTROL KEY"

1) CONTROL KEY + INSERT KEY

- inserts a blank line but does not affect word wraparound
- place the cursor anywhere along the line you wish to have a blank line inserted; depress the Control Key + Insert Key; a carriage return symbol will appear on that line, designating a blank line

2) CONTROL KEY + DELETE KEY

- deletes a line but does not affect word wraparound
- place the cursor anywhere along the line you wish to delete; depress the Control Key + Delete Key

3) CONTROL KEY + NUMBER "1"

- for double underscoring
- type in the first line of underscoring; place the cursor one line below and at the beginning of the underscore; depress the Control Key + Number "1"; the broken line appearing on the screen will be a solid line on printout
- example: = = = = =

4) CONTROL KEY + NUMBER "4"

- align bars vertically (|); appears broken on the screen but will be a solid vertical line on printout as long as the line spacing is set for single.

WELCOME!

On behalf of AES DATA LTD., it is with great pleasure that the Education Department welcomes you to this **PLUS** Workshop.

This workshop is designed to review the features, functions and benefits of the **AES PLUS**.

We sincerely feel that an increased awareness of the operation of the **PLUS** system will be derived through this workshop. Please feel free to ask questions and participate in general discussions.

Hoping you will find today's session enjoyable and informative.

HELPFUL HINTS AND TIPS

- Instant Cursor Movements
- Use of the "Control Key"
- Justifying
- Moving Paragraphs From One Page To Another
- Changing The Horizontal Dimension
- Indented Text
- To Set Up Columns Of Numbers Equally
- Tips :
    - Memorizing In A Text
    - Attempting To Update When Disk Is Full
    - Screen Set Offset
- Double Page Numbering
- Forms on the Plus
- Block Symbols
- List/Merge Tips
- Repagination - Tips
- Footnotes

INSTANT CURSOR MOVEMENTS

1) HOME + HOME

(brings the cursor to the top of the video screen at the left margin)

2) HOME + DIRECTIONAL ARROW UP

(brings the cursor up only a portion)

3) HOME + DIRECTIONAL ARROW DOWN

(brings the cursor down only a portion)

4) HOME + DIRECTIONAL ARROW TO THE LEFT

(brings you to the extreme left side - usually character position 1)

5) HOME + DIRECTIONAL ARROW TO THE RIGHT

(brings you to the extreme right side - width of horizontal setting)

6) HOME + D (down)

(brings you to the bottom of the video screen, at the same horizontal position)

7) HOME + U (up)

(brings you to the top of the video screen, at the same horizontal position)

8) HOME + L (left)

(brings you to the left margin, on the same line position)

9) HOME + R (right)

(brings you to the right margin, on the same line position)

10) HOME + E (end of text)

(brings you to the end of the text)

JUSTIFYING

- Justification should be the last function before final printout.
- When corrections are made on a justified page, remember you must erase the justification first. Justification symbols change according to the type of format and text you have set on your video page.
- You may wish to hyphenate the document before justifying - this will eliminate the occurrence of large spaces between words.

SITUATION: When justifying a page containing numbered indents, you will sometimes note the first letter on the numbered lines are thrown out of alignment, as in the example below.

1. This example is showing how the first line of the numbered paragraphs is being thrown out of alignment when justified.

SOLUTION: By putting connecting spaces (control + spacebar) between the number and the first word of the text, you can eliminate the misalignment. See the example below.

1.^^^^^This example is showing how the first line of the numbered paragraph can be aligned properly, with required spaces.

CHANGING THE HORIZONTAL DIMENSION

If, after typing a page, you decide that you would like to change the horizontal dimension, do the following:

1) memorize the page

2) change the horizontal to the desired dimension; you will then notice that your video screen has been erased (this is normal)

3) assemble the just memorized page
(COMMAND: File + A(ssemble) + Page Name + Execute)

4) once the page appears on your screen, you may want to adjust the left and right margins

5) simply update it with its new horizontal.

INDENTING INDENTED TEXT

SITUATION: You may want to indent a portion of text that is already indented. i.e. You have a paragraph already indented at character position 20 and you wish to increase the indent to position 25.

Step One: Before indenting already indented material, you must first delete the existing indent.

Position the cursor on the line where the indent begins that you want deleted.

(COMMAND: Screen + Delete + I(ndent) + amount (L,P,R) + Execute)

The text will move back to the left margin.

Step Two: Use the screen reformat command to indent the text to the desired position.

MOVING PARAGRAPHS FROM ONE PAGE TO ANOTHER

SITUATION: Sometimes it is necessary for a paragraph to be moved from one page and inserted onto another page.

SOLUTION: Use of the FILE ASSEMBLE feature will make this procedure much easier than deleting the paragraph from one page and retyping it on the other.

Step One: Place your cursor on the first line of the paragraph to be moved, using the SCREEN MOVE function, simply move the paragraph to the top of the video screen. Then place your cursor beneath the paragraph and delete the reminder. Now memorize this paragraph as a separate page.

Step Two: Recall the page on which the paragraph is to appear. Position your cursor at the bottom of the video page (check to ensure that your vertical dimension is adequate to receive the new paragraph). Now assemble the page on which your paragraph is memorized.

Step Three: Once it has been assembled, use the SCREEN MOVE function to move the paragraph to its correct location on the page. Don't forget to update your page.

Step Four: Once all this has been completed correctly, go back to the page that originally had the paragraph and delete it from that page, remembering to update this page also.

Step Five: You can now delete the page which contains the paragraph you have moved.

TO SET UP COLUMNS OF NUMBERS EQUALLY

NOTE: numbers must have the same amount of digits

1) type each number with one space in between each set of numbers and one space at the end, but no carriage return

L=5 R=80

123 456 789 321 654 987

2) justify line

ȷ̸AUw123 456 789 321 654 987

3) screen print

```
123          456          789          321          654          987
```

4) go into the ECHO MODE and set tabs

SHADOW PRINTING

Use bold print codes and change the horizontal pitch to achieve a good shadow print.

COMMAND: CTRL/X + b SHADOW PRINT CTRL/X + L, on the following line CTRL/X 1 + h + spacebar CTRL/X + h SHADOW PRINTING CTRL/X + e

The above command enters bold print, types the word(s), inhibits the line from feeding, then changes the horizontal pitch to one, types a space which will actually be one 5th of a character, then returnes to the regular horizontal spacing (n) types the word(s) again and cancels the bold print.

Example:

SHADOW PRINTING

```
≡bSHADOW PRINTING≡L
≡1h ≡hSHADOW PRINTING≡e
```

PRINTING USING =r

Problem: When using CTRL/X + r, if your left margin is set at any number other that character position 1, the system will read the number of characters in the left margin and insert them in-between the two lines.

EXAMPLE

```
    L5                  R22
    XXXXXXXXXXXXXXXXXXXX≡r
    XXXXX
```

On print out looks like XXXXXXXXXXXXXXXXXXXX   XXXXX

Solution: To overcome this, in the lefthand margin insert inhibit print commands. This way your text will be inside your margins and more easily corrected or changed.

EXAMPLE

```
    L5                  R22
    XXXXXXXXXXXXXXXXXXXX≡r
≡(≡)XXXXX
```

On print out looks like XXXXXXXXXXXXXXXXXXXXXXXXX

SUBSCRIPTS AND SUPERSCRIPTS

Problem: Typing formulae with subscripts and superscripts.

Solution: When the super/subscript is a single character only, use ≡Y , ≡y , ≡Z or ≡z. For example, to produce E_1, use E≡z1 not E≡2d1≡d. This occupies three less character positions per super/subscript character.

There are two ways of typing equations:

ON SCREEN

```
≡L≡3U                                h
≡L            y     = y   +   ‾  [f(x ,y ) + f(x  + h, y  + hf(x ,y ))]
≡L≡3D          n+1     n              n  n        n        n         n  n
≡L≡5D                                2
```

ON PRINTOUT

$$y_{n+1} = y_n + \frac{h}{2}[f(x_n,y_n) + f(x_n + h, y_n + hf(x_n,y_n))]$$

OR

ON SCREEN

```
                    h≡3v
y     = y   +   ‾  [f(x ,y ) + f(x  + h, y  + hf(x ,y ))]
 n+1     n              n  n        n        n         n  n
                    2
≡v
```

ON PRINTOUT

$$y_{n+1} = y_n + \frac{h}{2}[f(x_n,y_n) + f(x_n + h, y_n + hf(x_n,y_n))]$$

In the second way your number of 'v's will vary depending on the type of equation.

TIPS

Memorizing In A Text:

You can memorize a page and have it stored as part of a particular text all in one command:

File + M(emorize) + Name of Page + Spacebar + Name of Page You Wish It To Be Memorized After + Execute

EXAMPLE: File + M + TEXT + Spacebar + CONTENTS + Exec

Attempting To Update When Disk Is Full:

If you attempt to update a page and your disk tells you that it is full, with that page still on your screen, simply delete that page from the file, then rememorize the page on your screen with the same name and place it after the page that preceded it on the file.

EXAMPLE:
1) File + Delete + Page + MEMO.5
2) File + M(emorize) + MEMO.5 + Spacebar + MEMO.4 + Execute.

Screen Set Offset:

You can define the left margin on your printer by using the following steps:

1) Go into the Local or Echo Mode - SCREEN + L(ocal)/O(echo)
2) Advance with your spacebar to the position on the printer you wish the margin to be and depress the CANCEL key
3) Give the command SCREEN + S(et) + O(ffset) + Execute

DOUBLE PAGE NUMBERING

(Automatic page numbering on top and bottom with same number)

There are 2 ways: of being able to number page at the bottom as well as using the same number for the top of the next page.

1) with continuous paper, and
2) with the single sheet paper

1. CONTINUOUS PAPER:

Prepare your double page numbering page as a footnote page, to correspond with the number of lines in your text. From this footnote page, you can support the page numbering of the next page. We will indicate where we wish to have that number typed and insert 3 or 4 carriage returns and all that will be part of your footnote.

See example below:

```
      ≡(start paper 1 1/2 inch from top≡)
                                                     .../≡# ◄
◄ }
◄ } 12
◄ }

                                   - ≡# - ◄

◄
◄
```

What we are doing is to leave a part of the footnote typed at the bottom the page and have the rest of that page being typed on the top of the next page. You could adjust the position of the 2 parts by adding or subtracting carriage returns.

a) memorize it as your footnote
b) set your footnote
c) set your page numbering
d) print the text with options of T,C,F,N

DOUBLE PAGE NUMBERING

(Automatic page numbering on top and bottom with same number)

2. SINGLE SHEET PAPER:

The same as in the previous example except that in the footnote you have to add a STOP CODE Symbol.

See example below:

```
    ≡(start paper 1 1/2 inch from top≡)◄
                                                      .../≡# ◄
    ◄ }
    ◄ } 12
    ◄ }
    ≡s ◄
                                    - ≡# - ◄

    ◄
    ◄
```

When using single sheet you will have to depress the STOP/CONT key twice for each page.

Print the text with options of T,F,Nnn

3. DUAL SHEET FEEDER:

```
                                                      .../≡# ◄
    ◄ }
    ◄ } 12
    ◄ }
    //e//◄
                                    - ≡# - ◄

    ◄/
    ◄
```

Print the text with options of T,C,F,Nnn (do not specify "A" for autofeed).

BLOCK SYMBOLS

1) CONTROL KEY + "B"

- The system inserts the variable in the text and makes room by wrapping words around to the lines below. You will use this symbol in most list applications.
  (NOTE: puts the system into the 'insert mode')

2) CONTROL KEY + "I"

- The system skips the variable and goes on to the next block symbol. The 'no-insert' block symbol is useful when you are listing and printing out envelopes. Also used in the "Tab-to-Block" function when filling out pre-printed forms.

3) CONTROL KEY + "H" + CONTROL KEY + "I"

- The system places the variable in the text without entering the insert mode; that is, whatever is on the page starting at that point is written over by the variable. This symbol is helpful when you are working with a "forms" format where the text may be "scrambled" if the system enters the insert mode.

4) CONTROL KEY + "H" + CONTROL KEY + "B" + x

- (where 'x' is the numeric terminator - eg. "." or "%")

  The system enters the numeric mode and inserts the variable at a preset tab using the terminator you have specified. This symbol is useful, for example, when you have a standard financial statement with a variable table or list of figures.

FORMS ON THE PLUS

Situation: Preparing forms on the system.

Solution: By using the SCREEN ECHO MODE, and if necessary embedded printer commands, forms can be memorized on the Alphaplus to ensure correct printout each time.

Step One: Put the form in the printer and adjust your horizontal dimension and pitch to allow for the width of the form. Note on the printer at what position the left edge of the form is; this will be the position at which you will always place that form for printout. Line up the form on the printer with the first line where typing is to begin.

NOTE: Always use an original, not a photo copy, to map a form. A photo copy is always slightly larger than the original form from which it was made.

Step Two: Go into the ECHO MODE (SCREEN + O) and, using your spacebar, advance the printhead to the first position information is to be typed. Type in a CONTROL + "I" to mark that position. Using your spacebar and carriage return, continue to mark all the positions on the form where information is required to be inserted.

Remember to use CONTROL + I's to mark these positions, as a CONTROL + B will automatically put the system in to the insert mode and your form will "scramble".

The following inhibit print command may be useful as a note to remind yourself where to inser the paper in your printer:

REPAGINATION - TIPS

SITUATION: Your repaginated text has "lost" its margins, i.e. they are at the outsides of your screen.

SOLUTION: Be sure that you call up the first page of the document to be repaginated. If not, your repagination will take the format of whatever is on the screen at the time of the command, for example, your index.

Be sure that all pages of the text have the same margin settings and horizontal dimension. Any pages which must have an unusual format should be removed from the text before you repaginate.

SITUATION: After repagination, certain pages have large gaps of blank lines in them.

SOLUTION: Missing matrix dots at the bottom of the page can fool the system into thinking there is text down there and cause it to count those lines as lines of typing. A quick check can be made by depressing the Home cursor key + E; the cursor will go immediately to the missing matrix dot.

REPAGINATION - TIPS CONTINUED

Time Savers:

The use of the "V" option for video repagination is not recommended. Repaginating defaults to a background function, therefore you could be working on another project while the repagination is taking place.

Making sure you have the necessary embedded commands in the correct places before repagination will save alot of clean-up time.

The system automatically takes into account all the line spacing embedded printer commands when it calculates the number of lines to be printed on each page.

SITUATION: Sometimes you may find yourself repaginating a very long document, part of which is on one disk, part on another.

SOLUTION: Repaginate the text in two sections, and combine the last and first sections of the text to "merge" the two sections.

STEP I: Repaginate the first portion of the text as you normally would. When the repagination is completed, call up the last page of the repaginated text.

If this page is a "short" page, i.e. there is room for additional lines of text, duplicate this page to the disk containing the second half of your document, and insert it as the first page of the text.

STEP II: Repeat the repagination command for the second half of the document. When the repagination cycle has been completed your two sections of the text will have an equal number of lines per page.

STEP III: Go back to the first disk and delete the last page of the repaginated text which has now been included in the second section.

FOOTNOTES

SITUATION: You may use various length footnotes for referencing at the bottom of pages. This poses a problem when repaginating since the footnote may not end up on the same page as the footnote number. Since most footnotes are different lengths, you do not know how much room to leave, which makes it difficult to append or to manually type in after repaginating.

SOLUTION: The problem is solved by typing the footnote right after the footnote number is typed in the body of the text. The footnote and the footnote notation are protected with embedded printer commands so that they will not separate during repagination. After the document is repaginated, the footnotes are moved to the bottom of the page. The benefit to you is that footnotes can easily be part of a text and you can still use the time-saving repagination feature.

STEP I: Type the document with the footnote numbers and on the next line type the actual footnote with the area protect symbol (Ctrl X + p) to ensure that it will not separate when repaginating.

EXAMPLE:

Because of the important advances in equipment, techniques and procedures, it is now possible to improve the efficiency of an office - while achieving cost reduction.[1]

[1] *The AES Alphaplus System Secretary Training Manual*, AES Data Ltd., Montreal, Quebec

The modern concept has been widely accepted in the business world as a means of gaining efficiency and cost reduction in the office.

STEP II: Repaginate the document to the number of lines you want. (CTRL/FILE + R + Text Name + Spacebar + New Text Name + Spacebar + L + No. of Lines + Options (H,P) + Exec.)

STEP III: Go through the text to each page that has a footnote and move the footnote to the bottom of the page.

SOFTWARE PROGRAMS

LIST PROGRAM:

The LIST PROGRAM is an "extended function" that enables the system to automatically merge a standard form with pages of variables.

EXAMPLE: Merging a standard form letter with a list of variables (names, addresses, etc.)

REPAGINATE PROGRAM:

The REPAGINATE PROGRAM is an "extended function" that enables the system to "repage" a document automatically so that each page conforms to the same vertical dimension.

BUILDING BLOCKS PROGRAM:

The BUILDING BLOCKS PROGRAM enables the system to "build" documents by assembling "blocks of information" on the video screen.

NOTE: Select-a-Text Program also includes the Building Blocks as one of its three functions.

SEARCH AND REPLACE PROGRAM:

The SEARCH AND REPLACE PROGRAM enables the system to search for and replace/delete/skip over a string of characters either automatically or manually.

LINE DRAWING PROGRAM:

The LINE DRAWING PROGRAM enables the system to draw lines vertically and horizontally by the use of cursor movements.

SELECT-A-TEXT PROGRAM:

The SELECT-A-TEXT PROGRAM includes three functions:

1) GLOSSARY: allows you to recall stored phrases, difficult to spell words, standard paragraphs, technical terms or formulae. These can be brought to the screen at any position, any number of times.

SELECT-A-TEXT PROGRAM: Continued

2) BUILDING BLOCKS: allows you to assemble blocks of data (paragraphs) in order to construct standard letters, reports or documents.

3) OVERLAY BLOCK: allows you to place a form outline over data already on the screen.

PROPORTIONAL PRINTING PROGRAM:

The PROPORTIONAL PRINTING PROGRAM enables the system to print out text of information so that each character takes up its own unit value - smaller characters (i, j) and larger characters (w, m) don't take up the same space when printed.

ESP (EXTRACT, SORT, PERFORM) PROGRAM:

The ESP PROGRAM includes three functions:

1) SORT: allows the system to arrange documents alphabetically and numerically in either ascending or descending order.

2) EXTRACT: allows the system to pull out specific information from your data base.

3) PERFORM: allows the system to report information in a totally different format from that of the original data base.

FINANCIAL II PROGRAM:

The FINANCIAL II PROGRAM enables the system to "add", "subtract", "multiply", and "divide" vertically and horizontally, and calculate "percentages". It also can carry totals to another page.

DESIGN-A-TEXT PROGRAM:

The DESIGN-A-TEXT PROGRAM enables the operator to automate a series of word processing commands to be performed continuously.

DESIGN-A-TEXT, FINANCIAL II PROGRAM:

The DESIGN-A-TEXT, FINANCIAL II PROGRAM combines Financial II and Design-A-Text programs, enabling the operator to automate a series of Financial commands as well as text editing commands.

SUGGESTIONS ON FILING AND USAGE OF DISKS

Usage of Disks:

Depending on the type of environment you work in, there are probably a number of different types of work that are sent to you to do on the Plus. Dependent upon the various types of work you do, you can create a filing system for your disks that will make usage of them relatively simple and efficient.

EXAMPLE:

If you do a large amount of correspondence or memo typing, it might be beneficial to set aside approximately 4 to 5 disks. You can then name these disks ... CORRESPOND/1, CORRESPOND/2, etc. In one week, you will use only the CORRESPOND/1 disk for all correspondence you do that week; the next week you will use No. 2 disk and so on through the month. When you have used all four or five of the disks, you would then go back to CORRESPOND/1 and delete that disk and use it again ... same procedure when you get to No. 2 disk and so on. This ensures that if there has been any work that you did in one week that did not come back that week, it is still on disk for the next approximately four weeks; you also have now quick access to the disk that would contain a document from last week. Also, during the week, if any documents are signed and sent out, you would delete them from the disk; particularly, if you do a large amount of correspondence typing.

If you work for a number of people, another method to use would be to create four or five disks for each of the people that you work for. The same procedure as noted above could then be used for these disks. If these people have any material that once stored on disk is to be permanent, you should have a disk specially for that purpose and use a sticker over the no-erase notch on that disk to prevent accidental erasure.

Keeping the above two procedures in mind, if you do various types of work, you could set up a disk or a number of disks for each type of work that you do; eg. STATEMENTS, MEMOS, CONTRACTS, etc.

Permanently Stored Material Frequently Referenced:

If you have permanently stored material (in any of the above procedures), you can set up a system that will facilitate easy access for you to the disk that contains the particular material you are required to use. By keeping a hard copy printout of the index in a three-ring binder or perhaps by folding it and inserting into the jacket along with the diskette, you, as well as the principals in your firm, have easy access to the material on disk.

Always ensure that with permanently stored material you keep a back-up disk, in case your original disk becomes damaged. Also, if there are ever any changes to the original disk ensure that your back-up disk also has these changes on it.

PROPER MEDIA HANDLING

Proper media handling can save you time and money. Ensure long media life by following the instructions listed below.

DO'S

- Insert diskette in your system carefully (label up and nearest you)
- Place diskette in protective envelope when not being used.
- Store diskette in a well protected file (box files, or binders).
- Have periodical maintenance done on system.
- Keep system dust free.
- Touch only the labelled area of the diskette.
- Keep diskette in a dust and lint free environment.
- Protect the diskette from tobacco ash and smoke.
- Use a felt pen to label diskette.

DON'T

- Put the diskette near magnetic field (i.e., a telphone receiver).
- Bend, fold or mutilate your diskette in any way.
- Touch exposed areas of diskette.
- Leave diskette unprotected when not being used.
- Place objects on top of diskette.
- Use ball point pen to label diskette.
- Place paper clips on diskette.
- Spill liquids (coffee) on diskette.

AES

WORD PROCESSING BUZZWORDS

Prepared by: AES Data Ltd.

APPLICATIONS

Special programs that are researched and developed to accomodate users' specific requirements.

BACKGROUND

Does not require all the file's attention. Other functions may be performed while the system is performing a background job.

BUILDING BLOCKS

Standard (repetitive) paragraphs stored on the disk for the use of letters etc. They are typed once and proofread only once.

COMMAND

An operator instruction to a Word Processing System.

CONTROL CONSOLE

The heart of the system housing the circuit boards and disk drives.

CPS

It is a short form for characters per second and refers to the typing speed of a printer.

CPU

Central Processing Unit. The brain of a multi-processing or shared logic system which gives the workstations or terminals the ability to operate.

CRT

It is a short form meaning a cathode ray tube or more commonly known as a T.V. Screen.

CURSOR OR LOCATOR

A "pointer" which indicates the position at which the next character will appear, or the position where text already typed will be altered.

C-20

It is the name of an AES Word Processing system. The system is a multi-processing unit, having a central intelligence and several stand-alone work stations.

DAISY WHEEL

The daisy wheel fits in our printers instead of the old fashioned "golf balls". This wheel can be purchased in several different typestyles.

DATA ENTRY

Typing material into the system.

DEMO

It is a short term coined for Demonstration. A Demonstration is approximately an hour given by a salesman to prospective purchasers or interested individuals on the features of AES's Word Processing equipment.

DESIGN A TEXT

A software program that allows the user to produce repetitive material with one command.

DISKETTE (Single Sided/Single Density)

A square magnetic coated mylar enclosed in a protective envelope that holds typed information. Unlike cassettes or cartridges which store serially, diskettes are formatted in a random manner which allows for speedier access.

DISKETTE (Double Sided/Double Density)

Four times as much material on one disk as a single sided disk.

DUAL DISK SYSTEM

A word processing system that has two disk drives. The AES Plus is a true dual disk system, meaning both disk drives can be used simultaneously.

DUAL SHEET FEEDER

It is an apparatus which attaches onto the top of a printer of a word processor. The apparatus has two trays, upper and lower which contain paper. The paper is fed from the trays into the printer automatically.

ESR

An ESR is an Educational Services Representative with AES DATA LTD. We are a part of the Education Department that have a variety of responsibilities which include the training of customers, demonstrations for potential customers and follow-up calls to existing customers.

ED REP CALLS

They are telephone calls from operators who are having difficulties on the system and require help from an Educational Service Representative.

EDITING

Revising text with a word processor to create an updated document.

EMBEDDED CODES

Embedded codes are special codes that give instructions to the printer to enhance a document or make changes to the final printed copy.

ESP

Extract, Sort and Perform: A software program that enables one to pull out information and the sorting of it alphabetically or numerically.

FIELDS

One specific piece of information contained in a record. (For example, the name of the individual is one 'field' in this personnel 'record'. The social insurance number would be another 'field'.

FIXED FIELDS

Refers to the layout of the information that is going to be sorted or extrated.

FLOPPIES

Magnetic storage medium similar to dictation or musical tapes, but which allow access to any piece of stored information at any time, (i.e. diskettes).

FOREGROUND

Text editing taking place on the video screen.

FORMS TRACTOR

An attachment that is put on the printer to hold continuous form paper in place.

GLOSSARY

A list of words, phrases or paragraphs which are stored on diskette and can be brought back to the screen at any position, any number of times.

HARD COPY

A print-out of information that is stored on diskette.

HARDWARE

The physical equipment as opposed to the software instructions.

HEAD CRASH

Your system goes into error, which causes all stored data to be removed. This is applicable to the rigid disk.

HORIZONTAL OFFSET

This is a special instruction you can give to the printer to print out a text at a different left margin than the left margin of the text on the video screen.

INDEX

An index is a list of documents contained on a unit of storage media, ie: diskette.

RECORDS

The entire file of information pertaining to one item, person or topic. (For example, a police or personnel 'record'.) Used in relation to the ESP program.

REFORMATTING

The reformat function automatically rearranges a selected amount of text so that is conforms to either a new left or a new right margin.

REPAGINATE

Repagination is simply the cutting and pasting of a document automatically whereas previously it would have been done manually.

SEARCH AND REPLACE

The automatic searching of information throughout a document and the automatic replacement of that information with another word or phrase.

SOFTWARE

It is a name given to the 'brains' of a program loadable word processor. After turning on the system, the disk containing the 'brains' is loaded into the system, read and removed.

STANDALONE

A Word Processing system that has the intelligence built into the control console not sharing the logic with any other workstation.

SWP

Standard Word Processing: refers to the standard functions that a word processor is capable of doing.

TEXT EDITOR

Manipulation of information on magnetic media for use of updating, revising, retrieving, etc.

UPDATE

Means to permanently change the contents of a prememorized page.

VARIABLE

Information that will change.

VIDEO SCREEN

A video screen is a CRT - or a screen that looks similar to a T.V. screen.

WIDETRACK

This refers to a widetrack printer which has the capacity of printing out 254 characters across.

WORD PROCESSING

The processing of text to accommodate the user in the most fast and efficient manner.

WORD WRAPAROUND

While inputting information on the word processor, if there is not enough room for the information within the right hand margin, the information automatically is pushed down to the line below; no more end the line decisions.